



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central	Forestry Assistant II (PI)	549-730-1093-902
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Central Valley District	Forestry Assistant II	R08
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Natural Resources	Calaveras Big Trees SP	
STATE HOUSING		IMMEDIATE SUPERVISOR
Housing not available		Forester II (Supervisory)

SENSITIVE POSITION DESIGNATION (Check if applicable)

Sensitive Position as designated by the Department per [California Code of Regulation \(CCR\) 599.961](#)

POSITION DESCRIPTION

Under the general supervision of the Forester II (Supervisory), the Forestry Assistant II will be the Forest Stewardship Leader, responsible for forest stewardship crew assignments, equipment, skills development, and safety. The Forestry Assistant II will also perform intermediate technical assignments in resource management including assisting with project design, implementation, oversight, and other administrative duties as needed. The Forestry Assistant II will work with the Forester II and other Natural Resources staff in other resource management assignments related to forest management and tree health. The reporting location is the Resources/Ranger Office at Calaveras Big Trees State Park, 1170 East Highway 4, Arnold, CA. The position works 1500 hours per year. Normal working hours are 8:00 AM to 4:30 PM, Monday through Friday. During the district's prescribed burn season, the position may work variable hours including weekends and nights.

ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.

ESSENTIAL FUNCTIONS:

%	TASK/DUTIES
35%	<p>FOREST STEWARDSHIP CREW LEADER</p> <p>Lead responsibility of Forest Stewardship Crew consisting of Forestry Aides and Forestry Technicians. Duties to include leading crew in prescribed fire plot prep, tree felling, forest thinning, fire control line construction, prescribed fire operations, tree hazard mitigation and defensible space. Responsible for equipment management, maintenance, and fire cache supply, including Type 5 and Type 6 engines and support vehicles. Responsible for crew safety, development, and reporting.</p>
30%	<p>FORESTRY AND RESOURCE MANAGEMENT FIELDWORK</p> <p>Assist in site evaluation for silvicultural treatment prescription, flagging project boundaries and stream protection zones, assist in forest sampling and tree marking. Evaluate potential impacts from forest management activities for California Environmental Quality Act determination and reporting those impacts to the Forester II or project manager. Work with District staff to schedule forest management operations and coordinate logistical concerns. Respond as the Incident Command System position of Resource Advisor on wildland fire events responsible for collecting and documenting data on parks resource damage. Assists the Incident Command, CA State Parks Lead Resource Advisor or Resource Advisor Coordinator, CA State parks Agency Representative and fire suppression staff to ensure repair damage to park resources is completed. Participate in fire prevention, and/or inspection duties during fire season as needed.</p>

	Provide Natural Resource and District staff with on-site project assistance in the form of conducting forest measurement surveys, project layout, and advice for management projects/actions related to forest management and forest/tree health.	
20%	CONTRACT ADMINISTRATION Assist in on-site monitoring of active forest management operations for environmental and contract compliance. Working with the Forester II (Supervisory) and contractor to assure specifications regarding the silvicultural prescription and resource protections are being achieved. Work with other District natural resource staff to mitigate any resource impacts that may occur during timber operations.	
10%	TRAINING Receive firefighter training commensurate to level of experience and provided advanced fire training. The Assistant will participate in prescribed fire operations and will be expected to respond, when requested, to wildland fire events as a Resource Advisor (Training Provided) collecting data on damage to State Park resources and assist in developing suppression repair prescriptions.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
TYPICAL WORKING CONDITIONS		
Combination of office work and outdoor work. Work outdoors in variable weather conditions including rain, sleet, and snow. Work includes hiking up and down steep hills with field equipment. Work in hazardous situations (e.g., around fire, chemicals, etc.) and environments that may have exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, unpleasant odors, and/or loud noises.		
TELEWORK DESIGNATION:		
This position is designated as NOT Telework Eligible.		
SPECIAL REQUIREMENTS:		
Possession of a valid class C driver's license is required.		
The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.		
SUPERVISOR STATEMENT:		
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.		
SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE
EMPLOYEE STATEMENT:		
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE