

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)		Working Title of Position <a href="#">State Responsibility Area (SRA) Forester</a>	
		Division and/or Subdivision <a href="#">Humboldt Del-Norte Unit</a>	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters <a href="#">Fortuna</a>	
		Class Title of Position <a href="#">Forester I</a>	
		Position Number <a href="#">542-111-1054-016</a>	
		Effective Date	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
30%	<p><a href="#">Under the direction of the Forester III, the State Responsibility Area (SRA) Forester I serves Departmental objectives related to fuels management, fire prevention, and resource protection through the application of a broad range of fire prevention programs and techniques. Department objectives are met by the performance of a variety of duties as described below.</a></p> <p><a href="#">Fire Prevention Projects</a> *Reviews state or federally funded fire prevention projects for compliance with the Unit Fire Plan, Strategic Plan, and Community Wildfire Protection Plans. *Prepares all documents for California Department of Forestry and Fire Protection (CAL FIRE) project implementation including grants and California Environmental Quality Act (CEQA) compliance for Vegetation Management Program (VMP), Vegetation Treatment Plan (VTP), and other fire prevention projects. *Forwards project information to the Region Vegetation Management Program Coordinator. *Maintains Unit SRA fuel reduction records and provides updates to the Regional SRA VMP Program Manager. Performs Geographic Information Systems (GIS) and database management including Cal Mapper, fire perimeter data annual GIS reporting, and database tracking.</p>		
20%	<p><a href="#">Project Inspection</a> *Performs periodic inspection and review of active and completed fire prevention projects within the Unit. *Ensures compliance with contract, CEQA documentation, and project funding. *Manages grants ensuring compliance with project contracts and budgets, and reviews invoices for completeness and approval. *Writes and prepares vegetation treatment project reports. *Collects data and prepares information for project input into the CAL FIRE Management Activity Project Planning and Event Reporter (CalMAPPER) database. Assists Unit Pre-Fire Engineering Fire Captain in entering project related data into CalMAPPER.</p>		
15%	<p><a href="#">Project Coordination</a> *Coordinates with CAL FIRE Unit staff, Conservation Camps, Fire Center, Fire Safe Councils, Local Government, Resource Conservation Districts (RCD), landowners, and other interest groups on potential fuel reduction projects in the SRA. *Attends meetings with local stakeholders (e.g., Fire Safe Councils, Local Government, RCD, Fire Districts, and other interested parties) related to fire prevention and fuel reduction projects.</p> <p>*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.</p>		
<b>Equal Employment Opportunity (EEO) Statement:</b> All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment: <a href="#">See Page 2.</a>			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature	Date	Supervisor Signature	Date
Personnel use only <input type="checkbox"/> Posted to Directory			

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Percentage of Time Required      Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

15%	<p><u>Project Coordination Continued</u>                  *Meets with landowners to communicate fire prevention project funding opportunities and ensure stakeholder involvement in project identification. *Assists and provides guidance to Fire Safe Councils, Local Government, RCDs, etc. with project planning and implementation.</p>
15%	<p><u>Plan Review and Update</u>                  *Coordinates with the Unit Fire Protection and Prevention staff maintaining integrated fuels management and fire prevention programs. Assists Unit staff on updates to the Unit Fire Plans, SRA, and Fire Hazard Severity Zones.</p>
15%	<p><u>Other Resource Management Programs</u>                  *Provides periodic assistance to Unit Forest Practice staff in administration of the Forest Practice Act and Board of Forestry rules. Aids Unit in forestry assistance grant administration, reforestation services, landowner technical advice, and urban forestry. Provides forestry expertise to special task forces, cadres, special projects, and assignments utilizing skills and professional forestry management knowledge.</p>
5%	<p><u>Emergency Response</u>                  *Responds to emergency incidents as required. This includes initial attack with personnel and equipment on various types of fire and other emergency incidents, such as medical aids and hazardous material spills. Responsible to assure that incident responses are professional, safe, efficient, and follow Department policy. Responds to and fills various incident management positions in and outside the Unit as overhead.</p> <p>The incumbent is required to wear respiratory protection equipment including self-contained breathing apparatus (SCBA.) The use of such equipment may place a physiological burden on the incumbent that varies with the type of equipment used, the job and workplace conditions in which the equipment is used, and the medical status of the incumbent. As such, Cal/OSHA requires that the incumbent be annually medically cleared to be fit-tested for respiratory protection equipment. This clearance process consists of a comprehensive medical evaluation including a review of the incumbent's medical history, a complete physical examination, and vision, hearing, spirometry, and exercise treadmill tests.</p> <p>The incumbent typically is required to perform psychologically stressful and/or physically demanding duties consistent with firefighting, disaster response, and emergency medical response, including working in isolated areas, walking or running on uneven rough terrain, and remaining on duty 24 hours or longer without a break while performing these duties.</p> <p>*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.</p>

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**Job qualifications and/or conditions of employment:** A two (2) year commitment to Humboldt - Del Norte Unit may be required. Registered Professional Forester License is required. Completes CAL FIRE Firefighter Academy (FFA) and Company Officer Academy (COA training during probationary period as a condition of employment. May be required to work nights, weekends, and holidays. May be required to travel throughout the State for emergency assignments.

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_ Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Personnel use only  Posted to Directory