

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Seed Operations Division Supervisor	
		Division and/or Subdivision Reforestation Services, Sacramento HQ	
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 Yolo County	
		Class Title of Position Senior Environmental Scientist (Supervisory)	
		Position Number 541-720-0764-904	
		Effective Date August 01, 2026	
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>This position supports the Department of Forestry and Fire Protection's (CAL FIRE's) Reforestation Services Program (RSP). Reporting to the Deputy Chief of Reforestation Services, the Senior Environmental Scientist (Supervisory) has lead responsibility for all aspects of scientific analysis and development of genetically superior seeds and wild field acquisitions of cones, acorns, and other parent materials for forest and woodland plant species. The incumbent will apply scientific principles, ecological information, and analytical data to guide seed conservation, forest genetics, and reforestation decisions.</p> <p>Supervision: *Supervises and directs the routine and seasonal work of professional or technical staff within the Seed Bank and Cone Processing Divisions at the Reforestation Center and in field settings. *Provides resources for subordinates to obtain required and career-development training, conducts regular employee performance evaluations, imparts progressive discipline if needed, and ensures employees are adhering to written expectations, defined duties, and related policies and directives. *Serves lead role in Division workforce planning, hiring, recruitment, retention, transfers, and terminations. *Acts as direct representative for all employee support needs liaising with Personnel, Administrative, Information Technology, Training, Forestry Logistics, and other support staff within the Department.</p>		
25%	<p>Seed Operations Direction: *Directs all aspects of seed operations, providing scientific oversight to all lab and banking activities associated with forest seeds. *Responsible for all aspects of seed lab to ensure seed growth and health of the species, including selection of the number/weight, species, seed zone and elevation of seeds processed for contracted need and speculation. *Maintains system for taking seed orders from interested parties, prioritizes requests for agreements. *Advises sowing plans in conjunction with Divisional staff and Nursery staff inputs. *Oversees performance of all necessary activities related to seed processing including x-ray analysis, air separation, purity, and germination testing. *Develops seed storage plans addressing seed bank capacity concerns, devising protocols for organization and excising lots as appropriate, to include privately-banked options. *Leads seed stratification, lab germination sowing and analysis, grading, biological treatments, storing, packaging, and distribution to customers adhering to site safety and workplace procedures.</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>		
Equal Employment Opportunity (EEO) Statement: 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: See page 3.			
"We have discussed this document in its entirety and understand the duties of this position."			
_____ Employee Signature		_____ Supervisor Signature	
_____ Date		_____ Date	
Personnel use only <input type="checkbox"/> Posted to Directory			
_____ Initials and date			

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25%

*Establishes prioritization schedule for testing and tracking of seed lots. *Trains subordinates in all aspects of seed lab management and maintains proper best practices guidance and related training aids. *Provides technical assistance to clients and makes internal operational adjustments based on data collected from out-plantings. *Oversees creation, acquisition and maintenance of inventory, operations, and sales. *Tracks seed requests and requests for service within the Division, establishing metrics and analytical statistics to monitor and report on to Program Manager and other necessary parties no less than monthly and especially yearly as it relates to the RSP Annual Report.

Programmatic Support: *In consultation with Program Manager, proposes and monitors program budget relative to Seed and Cone Division to include crafting and revising of Budget Change Proposals (BCPs). *Acquires and maintains CAL FIRE Certified Purchaser distinction or supports Division staff that do. *Determines need and makes purchases, where appropriate, for Divisional supplies, services, and equipment within authority, to include x-ray, kilns, extraction and processing equipment, seed lab and bank infrastructure, lab testing materials and tools, cone and seed storage racks / shelves / containers, labels, utilities, and cone/seed surveying, monitoring, layout, and collection tools. *Consults with Technical Services staff and contractors on master plan components relative to seed lab expansion and improvements, as well as ongoing and routine development and maintenance needs. *Acts as project representative for contracts, grants, and direct awards to include development, review, and adherence to scopes of work and project budgets. *Attends meetings, gives presentations, and generally acts as liaison on behalf of the Division, Program and Department with internal and external stakeholders including but not limited to RSP staff, other CAL FIRE staff and Executive leadership, Board of Forestry, tour groups, and many other partner organizations. Works to maintain a professional presence at industry and related events. *Coordinates communications and outreach related to Divisional work in various mediums, reports and newsletters. *Provides strategic development for the Division to include creation and revision of seed lab/bank and cone policies and procedures contained within CA Public Resources Code, Board of Forestry guidance and internally within the program. *Provides bill analysis, materials and services fees, and recommendations for pertinent proposed legislation. *Reviews Divisional goals routinely and leads the development of an annual reforestation needs assessment based on forests impacted by events such as wildfire, drought, disease, or insects. *Responsible for seed and cone facility development, maintenance and determines future needs for operations. *Serves in program leadership/liason role in absence of Program Manager on occasion. *Coordinates operational activities, best practices and safety protocols with Nursery Operations Supervisor and periodically supports that division's objectives to include seed stratification, sowing, cultivation, and landowner or client engagement activities.

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Job qualifications and/or conditions of employment: [See page 3.](#)

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15%

Cone Operations Direction: *Directs all aspects of cone collection and processing operations providing staff work assignments in routine settings as well as long-term strategic endeavors. *Works with Cone Processing Manager to determine optimal seed collection times and locations, acquiring land access agreements, formalizing memorandums of understanding (MOUs) between landowners, and directing processes around vendor proposals for field collections. *Decides which species to collect and how many of each species/seed zone are necessary for business operations. *Develops and leads practices for managing the records, samples, and work of internal and external cone surveyors, monitors, and collectors, providing input on stand layout and priority selection of trees and sites. *Oversees and provides training for performance of all necessary activities related to cone processing including transportation, storage, drying, extraction, shaking, tumbling and de-winging. *As demanded, develops best practices surrounding surveying, collection and processing, and regular needs assessment, for non-timber native forest tree, shrub, and forb species. Initiates, as feasible, collection protocols for hardwood tree species working with Nursery Division staff on direct sowing plans for trees with recalcitrant seeds. *Gives support to cooperators conducting research or creating initiatives to meet reforestation or afforestation needs for California landowners.

5%

Other: *Performs other job-related work as required to support the Department's mission and that of the Wildfire Resilience Program. *Maintains proficiency, qualification, and experience standards in accordance with applicable laws, rules, and departmental policy. *Maintains training and certifications of the position and classification, as well as those needed for incident response.

Desirable Qualifications:

Experience as a Seed Lab/Bank Manager. Experience in seed or plant science with relation to forest species. Proficiency in Microsoft Office including Excel, Word, Outlook, PowerPoint, and working knowledge of Microsoft Forms and Publisher.

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Job qualifications and/or conditions of employment:

- Obtains training and maintains qualification and certifications to operate all seed lab and cone processing equipment required, which includes receiving training from the Department in accordance with CalOSHA policies and procedures on how to safely operate a forklift as well as x-ray machine usage.
- May be subject to working nights, weekends, or holidays in support of emergency incidents or program operational needs. Extended travel away from assigned headquarters may be required, locally or statewide, and may involve overnight stays, up to 10% of the time.
- Possession of a valid Class C Driver's License.

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Employee Signature _____

Date _____

Supervisor Signature _____

Date _____

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