

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Supervising Forest Practice Inspector	
		Division and/or Subdivision Nevada Yuba Placer Unit	
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 Nevada City	
		Class Title of Position Forester II	
		Position Number 542-216-1042-003	
		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.		
45%	<p>Under the general direction of the Unit Chief, the Forester II, Supervising Forest Practice Inspector implements the Forest Practice Program at the Nevada-Yuba-Placer Unit, maintaining compliance and enforcing rules, laws, and regulations set forth by the Z'Berg-Nejedly Forest Practice Act, Board of Forestry Rules, and Public Resources Code. Enforcement is achieved through field inspections, compliance measures, corrective actions, and consultation and collaboration with timber operators, Registered Professional Foresters (RPF), landowners, government agencies, the public, and other forest industry and community stakeholders.</p> <p>*Manages and coordinates the administration of the Forest Practice program within the assigned area and is responsible for the supervision of assigned resource management and other program staff in the Unit. *Plans, organizes, directs the activities, and reviews the work of subordinate personnel. *Periodically provides staff with individual performance evaluations, ensuring proper documentation and retention. *Maintains awareness of staff training needs, ensuring required training is received and credentials are current as mandated by state and departmental policies and laws. *Audits efficiency and success of the Forest Practice Program within assigned area; makes recommendations to superiors and implements approved changes to enhance and improve program functions in compliance with departmental policy. *Inspects timber operations for compliance with the Forest Practice Act, board rules, state forest and fire laws, and environmental statutes, and takes formal or administrative enforcement actions as necessary. *Inspect active timber operations for compliance and effectiveness in accordance with department policy. *Establishes a working relationship with various timber operations collaborators, such as licensed foresters, timber operators, landowners, and other industry professionals, providing consultation to prevent violations of laws and rules. *Requests corrections when violations are discovered. *Identify, investigate, and recommend appropriate enforcement action for flagrant, severe, and chronic violations. *Provides guidance to subordinate staff and develops site specific measures and actions to mitigate environmental damage resulting from more complex violations.</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 _____	Date _____	Supervisor Signature _____	Date _____
Personnel use only <input type="checkbox"/> Posted to Directory		Initials and date _____	

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>*Directs staff in forest practice enforcement and initiates action when necessary, compiling evidence, reports, and recommendations for those actions. *Issues citations or files complaints for misdemeanor violations and appears in court as the arresting officer and principle or expert witness for the state in its actions. Investigates more difficult complaints and cooperates with department civil actions, other agency law enforcement efforts, and RPF disciplinary actions. *Ensures all completed timber operations within assigned area are in compliance with stream protection, erosion, slash treatment, stocking and other rules as related to the specific harvest document. Conducts stocking sampling when necessary to assure compliance with Forest Practice Act and board rule stocking requirements.</p>
15%	<p>*Performs and provides guidance to subordinate staff in the review of more complex and controversial harvest documents. *Receives, reads, and reviews all harvest documents assigned for designated work area. *Reviews all timber harvest plans, Non-Industrial Timber Management Plans (NTMP), and plan amendments, and conducts pre-harvest inspections as needed. *Provides recommendations to the director to ensure conformance with the Forest Practice Act and board rules. *Coordinates, plans, and conducts pre-harvest inspections in the field with representatives of the project and other reviewing agency personnel. *Prepares and writes clear, concise, and complete reports including evaluation of environmental conditions and recommendations for changes to bring plans into conformance with the Forest Practice Act and board rules. *Reviews reports and documentation completed by subordinate staff.</p>
15%	<p>*Assists with policy development for program administration in cooperation with unit, region, and Sacramento program staff based off previously conducted audits and reviews. *Writes inspection reports and related documents, compiles and maintains administrative reports, maintains records, answers correspondence, speaks before groups, and participates in meetings in connection with forest practice matters. Participates in local resource conservation efforts and public education to promote forest stewardship and proper forest management when requested. Reviews and comments as a subject matter expert on local ordinances and projects that impact forest resource management on the local level and attends meetings to accomplish these objectives. Provide forestry expertise to special task forces, cadres, special projects, and assignments utilizing skills and professional forestry management knowledge.</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: [See page 3](#)

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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.
5%	<p>*Responds to emergency incidents as required per Incident Command System (ICS) qualifications. *Maintains proficiency, qualification, and experience standards including but not limited to the Incident Command System – Position Qualification System in accordance with applicable laws, rules, and departmental policy. *Completes Resource Management training per Procedures Handbook Section 4035 and applicable training guide for position.</p>
5%	<p>Completes other duties as assigned.</p> <p>The Supervising Forest Practice Inspector must have thorough knowledge of forest management principles and practices, forest protection and fire prevention, timber inventory methods, appraisal of forest lands and timber management plans, forest products harvesting and sales, forest mensuration principles and practices, timber stand improvement, the fundamentals of land surveying, and forest ecology. Also required is a thorough knowledge of the Forest Practice Act, Board rules, the California Environmental Quality Act (CEQA), and other State and Federal Environmental, Forest, and Fire Laws. Must have a thorough knowledge of law enforcement principles and techniques.</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, the California Occupational Safety and Health Administration (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 test.</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: Possession of a valid Registered Professional Forester (RPF) license is required prior to appointment. Must successfully complete CAL FIRE Firefighter Academy (FFA) and Company Officer Academy (COA) training during the probationary period as a condition of employment. Maintains the Arduous Fitness Standard in accordance with department policy. Completes all training as required by the Department prior to response or during the probationary period and completes Peace Officer Status Training (POST) certification, maintaining status as a Department Public Officer as a condition of employment. May be subject to working nights, weekends or holidays in support of emergency incidents.

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