

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Forester I	
		Division and/or Subdivision Lassen Modoc 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 Susanville	
		Class Title of Position Forester I (Non-Supervisory)	
		Position Number 542-212-1054-009	
		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.		
40%	Under the general direction of the Forester II, the Forest Practice Inspector enforces the Z'Berg-Nejedly Forest Practice Act, Board of Forestry rules and Public Resources Code.		
20%	INSPECTION AND ENFORCEMENT: *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. *Inspects active timber operations for compliance and effectiveness in accordance with Department policy. *Consults and establishes a working relationship with responsible parties, such as licensed foresters, licensed timber operators, landowners, industry personnel, etc. for timber operations to prevent violations of laws and rules and requires corrective mitigation to prevent environmental damage when violations are discovered. *Identifies, investigates, and recommends appropriate enforcement action for flagrant, severe, and chronic violations. *Inspects completed timber operations for compliance with stream protection, erosion, slash treatment, stocking and other rules as related to specific harvest document. *Conducts stocking sampling when necessary to assure compliance with Forest Practice Act and Board rule stocking requirements. *Initiates Forest Practice enforcement action when necessary and complies evidence, reports, and recommendations for those actions. *Files complaints for misdemeanor violations and appears in court as the lead officer and principle or expert witness for the State in its actions in accordance with local, state, and federal rules, laws, regulations. *Investigates complaints and cooperates with Department civil actions, other law enforcement efforts, and Registered Professional Forester (RPF) disciplinary actions.		
	HARVEST DOCUMENT REVIEW: *Receives, reads and reviews all harvest documents assigned for designated work area or by the supervisor. *Review all Timber Harvest Plans (THP), Non-Industrial Timber Management Plans (NTMP), and plan amendments and conducts preharvest inspections as needed, and provides recommendations to the Director to ensure conformance with The Forest Practice Act and Board rules.		
	*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.		
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 _____	

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>HARVEST DOCUMENT REVIEW (CONTINUED): *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.</p>
15%	<p>PROGRAM ADMINISTRATION: *Writes inspection reports and related documents, complies and maintains administrative reports, maintains records, answers correspondence, presents before groups and participates in meetings in connection with forest practice matters.</p>
15%	<p>RESOURCE MANAGEMENT PROGRAM: *Reports and investigates forest pest problems, assist where feasible to provide information and referring problems to appropriate specialists. Provides assistance to timberland owners and nursery and cost-share programs. *Coordinates with Unit Vegetation Management Program (VMP) staff in administration of the VMP program preparing fuel reduction projects and project environmental documentation. Assist as necessary the Pre-Fire Engineer with the maintenance of the Geographic Information System (GIS) database for the Unit's Pre-Fire Planning Process with information developed from the resource management program. Assist with California Environmental Quality Act (CEQA) documentation for Unit projects at the direction of the Unit Forester.</p>
5%	<p>OTHER: *Responds to emergency incidents as required per Departmental policy. *Maintains proficiency, qualification, and experience standards in accordance with applicable laws, rules and departmental policy and applicable training guide for position.</p>
5%	<p>Other duties as required.</p>

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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 _____			

Working Title of Position
 Forester I

Percentage of Time
 Required

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

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.

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.

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Job qualifications and/or conditions of employment: Position may require a two (2) year commitment. Registered Professional Forester License required. Completes CAL FIRE Firefighter Academy (FFA) and Company Officer Academy (COA) training during probationary period as a condition of employment. Maintains the Arduous Fitness Standard in accordance with department policy. May be required to complete all training and maintain status as a Department Public Officer. May be subject to working nights, weekends or holidays in support of emergency incidents.

"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

 Initials and Date