

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 Humboldt-Del Norte 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 Weott	
		Class Title of Position Forester II	
		Position Number 542-111-1042-001	
		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%	Under the general direction of Humboldt-Del Norte Resource Management Unit Forester III, the Southern Humboldt Area Supervising Forester II performs professional forestry tasks required for implementation of the Department's Forest Practice responsibilities. Inspection and Enforcement *Manages and directs the administration of the Forest Practice program within the assigned area. *Audits and reviews program effectiveness within assigned area and institutes changes in accordance with Departmental policy. *Recommends and provides policy and program changes through the chain-of-command to enhance the effectiveness of the Forest Practice Program. *Supervises and directs subordinate staff in the Unit. *Plans, organizes, and directs the activities and reviews work of subordinate personnel. Periodically reviews the performance of subordinates. *Ensures that subordinates receive required training and maintain required credentials and skills over time. *Directs staff in Forest Practice enforcement and initiates action when necessary, compiling evidence, reports, and recommendations for those actions. *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 all responsible parties (licensed foresters, timber operators, landowners and industry, 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 initiates appropriate enforcement action for flagrant, severe, and chronic violations. *Oversees subordinate staff in the development of site specific measures and actions to mitigate environmental damage resulting from more complex violations. *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 _____		Date _____	
Supervisor Signature _____		Date _____	
Personnel use only ☐ 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.
45% cont.	*Files complaints for misdemeanor violations and appears in court regarding principle or expert witness for the State in its actions. *Oversees the investigation of more difficult complaints and cooperates with Department civil actions, other agency law enforcement efforts, and Registered Professional Forester (RPF) disciplinary actions.* Ensures 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.
20%	<u>Harvest Document Review</u> *Performs more complex reviews and directs subordinate staff in the review of harvest documents and other reports. *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. *Organizes, 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. *Oversees and reviews the reports and documentation of subordinate staff. *Conduct 2 nd Review of timber harvest plans on a routine basis.
15%	<u>Resource Management Programs</u> *Assists and advises the Unit Chief and Unit Chief officer staff with technical guidance and coordination of the Resource Management and Environmental Protection Programs within the Unit. *Advises timberland owners with proper procedures in applying for Timberland Conversion Permits. *Provides the necessary technical and project appraisal to assess timberland conversion. *Provide periodic assistance to Unit Forestry Assistance Specialist in California Forest Improvement Program (CFIP) implementation, conservation easement monitoring inspections, 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.
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Job qualifications and/or conditions of employment: [See Page 3.](#)

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Employee Signature
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Date

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Supervisor Signature

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10%	<u>Program Administration</u> *Assists with policy development for program administration in cooperation with Unit, Region, and Sacramento Program staff. *Conducts frequent review of program effectiveness within the Unit and assigned area. *Initiates, writes and provides recommendations on policy changes through the chain-of-command. *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 program matters.		
10%	<u>Other Desired knowledge and abilities</u> *Responds to emergency incidents as required per Departmental policy. Maintains proficiency, qualification, and experience standards in accordance with applicable laws, rules, and departmental policy. *Completes Resource Management training per Departmental policy and applicable training guide for position. *Implements the Forest Practice Program and enforces the Z'Berg-Nejedly Forest Practice Act, Board of Forestry rules and Public Resources Code. Obtains compliance with rules, laws and regulations through field inspections, enforcement actions, and consultation with timber operators, RPF, landowners and the public. 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. *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.		
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Job qualifications and/or conditions of employment: t. <u>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.</u>			
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