

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Forestry Assistant II – Unit Forester	
		Division and/or Subdivision Tulare 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 Visalia, CA	
		Class Title of Position Forestry Assistant II	
		Position Number 542-416-1093-001	
		Effective Date 07/01/2026	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
30%	Under close supervision of the Forester II (Pre-Fire Manager), the State Responsibility Area (SRA) Forestry Assistant II 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 technical duties as described below. <u>Plan, prepare and implement SRA fire prevention projects.</u> *Under close supervision, plans, prepares and implements state or state funded fire prevention projects within the Unit in compliance with documents such as the Unit Fire Plan, Strategic Plan, and Community Wildfire Protection Plans. *Prepares all documents for CAL FIRE project implementation including grants and California Environmental Quality Act (CEQA) compliance for Vegetation Management Program (VMP), California Forest Improvement Program (CFIP), and other fire prevention projects for review and approval of their supervisor. *Forwards project information to the Region VMP Coordinator. *Maintains Unit SRA fuel reduction records and provides updates to supervisor for submission to the Regional SRA VMP Program Manager.		
20%	<u>Identify and Coordinate SRA fire prevention and VMP projects.</u> *Consults and 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, makes presentations 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. *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, RCD's, etc. with project planning and implementation. *Coordinates with supervisor, Unit staff and Region VMP staff to assist with determining project priorities and funding availability. *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: 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. The Incumbent is required to wear respiratory protection equipment including self-contained breathing apparatus (SCBA). As such Cal/OSHA requires that the Incumbent be annually medically cleared to be fit-tested for respiratory protection equipment. Willingness to complete all training and both obtain and maintain status as a Department Public Officer May be subject to working nights weekends or holidays.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		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.
20%	<u>Inspect active and completed fire prevention projects, monitor performance, ensure CEQA compliance, and prepare inspection reports.</u> *Performs periodic inspection and review of fire prevention projects within the Unit. *Ensures compliance with contract, CEQA documentation, and project funding. *Assists supervisor with reviewing grant projects to ensure compliance with project contracts and budgets, and reviews invoices for completeness and approval. *Writes and prepares project reports. *Collects data and prepares information for project input into the CalMAPPER database. *Per direction from supervisor, assists Unit Pre-Fire Engineer in entering data into CalMAPPER.
15%	<u>Forest Practice Program</u> *Under close supervision, inspect timber operations on timber harvesting plans, non-industrial timber management plans, emergency notices and exemption areas for compliance with the Forest Practice Act, forest practice rules and state forest/fire laws. *The Forest Practice Assistant will utilize various techniques to achieve correction and/or mitigation of violations by timber operators and landowners. *The Forestry Assistant II will seek direction on complex situations from their supervisor and/or other qualified resource professionals. *Assists personnel in other Units in their enforcement efforts as needed. *Documents forest practice inspections as required. *Communicates with private forest landowners to assist them in determining an appropriate process, within the forest practice rules, to harvest trees on their property. *Under close supervision, assists in developing criminal and/or civil complaints for violations of the Forest Practice Act, forest practice rules and state forest/fire laws. *Assists in the prosecution of complaints, including appearing in court and/or at hearings as a principle witness for the State. *As a trained Public Officer, issues citations for misdemeanor and infraction violations of the Forest Practice Act, forest practice rules and state forest/fire laws. *Appears in court as an arresting officer and principle witness for the State, as needed.
10%	<u>Unit LE-100 Defensible Space Coordinator:</u> *Oversees Unit Forestry Technicians, Defensible Space Inspectors, and Unit Forestry Aides, Defensible Space Inspectors. *Tracks annual progress of all inspections for the year. *Ensures all needed citations are issued for non-compliance landowners.
5%	<u>Other</u> *Responds to emergency incidents in accordance with Department policy. *Maintains proficiency, qualification, and experience in accordance with applicable laws, rules and Department policy. *Completes Resource Management training in accordance with Departmental policies and applicable training guide for position. Other duties as assigned.
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