

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position <u>Regional Forestry Assistance Specialist (FAS) FOR I</u>	
		Division and/or Subdivision <u>Resource Management</u>	
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: <u>Sacramento, CA</u> Physical Work Location: <u>Sonoma, CA</u>	
		Class Title of Position <u>Forester I</u>	
		Position Number <u>542-720-1054-035</u>	
		Effective Date <u>7/16/26</u>	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
35%	<u>Under the direction of the Forester II, Forest Legacy Program Coordinator, the employee is responsible for the delivery of the service forestry program activities throughout the Region and State as necessary. Manages the administration of the California Forestry Improvement Program (CFIP) contracts as well as other federal and state cost share programs and grants from various funding sources. Provides professional forestry advice and technical assistance to forest landowners to improve forest management and protect the natural resources on their properties.</u>		
35%	<u>Coordinate Cost share and Grant Programs</u> *Administer and direct the service forest programs including CFIP and other cost share programs in the CAL FIRE Northern Region Unit(s) and throughout the State as necessary. *Advises field personnel regarding the CFIP contracts. *Work with landowners and stakeholder agencies to apply the range of programs, grants and funding sources to improve resource values. *Coordinate with resource staff in neighboring units and region office to process CFIP, Environmental Quality Improvement Program (EQIP), and other forest assistance program applications, and administer contracts and complete necessary documentation. *Prioritize areas to be treated and develop appropriate projects.		
	<u>Provide Landowner Assistance:</u> *Provide technical forestry advice and financial assistance to landowners throughout the State as the Program needs and staff require. *Provides accurate forestry advice for the more difficult and sensitive landowner inquiries received by the Forester I-FAS. *Assist landowners, Registered Professional Forester's (RPF), resource management consultants, neighborhood, school, and watershed groups with identifying, designing and finding funding for forest and resource management projects, including fuels management projects conducted as part of the Fire Plan. *Review, process and maintain records for all applications, contracts and invoices for funded projects. *Conduct field and environmental review for all projects.		
	*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: <u>See Page 2.</u>			
"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 _____			

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16) - PAGE 2		Working Title of Position Regional Forestry Assistant Specialist (FAS) FOR I	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
20%	*Respond to questions and requests from RPF's, landowners and outside agency staff. *Speak on a wide range of resource management issue and represent the Department at meetings of interested groups such as watershed councils, Resource Conservation Districts and Fire Safe Councils. <u>Forest Legacy Monitoring:</u> *Perform annual monitoring of working forest conservation easements throughout the State. *Develops annual monitoring reports in accordance with monitoring protocols. *Updates monitoring data in the Forest Legacy Information System (FLIS). *Consults and establishes a working relationship with all responsible parties (partner agencies, landowners, and conservation organizations).		
10%	<u>Other Job-Related Duties as Required:</u> *Responds to emergency incidents as qualified. *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 4020.50 and applicable training guide for position. *Maintain professional qualifications through training, conference attendance, professional/scientific committee participation, and reviewing scientific literature. <u>Desired Knowledge and Abilities:</u> • 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. • Have thorough knowledge of the Forest Practice Act, the California Forest Improvement Act, the California Forest Legacy Act, Board rules, the California Environmental Quality Act (CEQA), other State and Federal Environmental, Forest, and Fire Laws. *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: 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. 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. Completes all training as required by the Department and may have to maintain status as a Department Public Officer as a condition of employment. Travel as needed, primarily in state with a potential of one out of state travel per year. Travel approximately 15% of work duties, excepting incident travel.			
"We have discussed this document in its entirety and understand the duties of this position."			
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