

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Forester I – Administration, Recreation & Vegetation Management	
		Division and/or Subdivision CNR/Mendocino Unit – Jackson Demonstration State Forest	
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 17501 N. Hwy 101, Willits CA 94590	
		Class Title of Position Forester I (Non-Supervisory)	
		Position Number 542-162-1054-013	
		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.		
30%	Under the general direction of the Deputy Chief, Community Risk Reduction and Wildfire Resiliency and Jackson Demonstration State Forest, the Forester I – Administration, Recreation, and Vegetation Management serves as the lead resource management forester for Jackson Demonstration State Forest (JDSF) and provides technical expertise and program oversight for fuels reduction, forest health, prescribed fire implementation, and vegetation management activities within JDSF and the Mendocino Unit. The incumbent is responsible for the development, implementation, and maintenance of the JDSF Fire Protection Plan and provides scientific forestry expertise to support wildfire risk reduction, forest resiliency, and natural resource management objectives. *The incumbent manages the JDSF road system, including the planning, inventory, maintenance, construction, improvement, formal abandonment, and utilization of forest transportation infrastructure. *Responsibilities include developing project priorities and work plans, coordinating and overseeing Heavy Fire Equipment Operators (HFEOs), Forestry Assistant IIs, Seasonal Forestry Aides, fire crews, contractors, and other personnel engaged in road and watershed-related projects. *The position prepares and administers contracts, manages program budgets, ensures compliance with the California Environmental Quality Act (CEQA), and coordinates watershed enhancement, restoration, and grant-funded projects. The incumbent represents JDSF at watershed group meetings and collaborates with internal and external partners to advance forest management objectives. *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.

20%

Assists in the administration of the JDSF recreation program by supporting recreation planning, maintenance, monitoring, and infrastructure improvements. *The position serves as a liaison with recreation user groups, community organizations, and stakeholders; conducts public outreach and presentations; and participates in Recreation Task Force meetings to support the continued development and enhancement of recreational opportunities within the State Forest.

20%

*Supports California Forestry and Fire Protection (CAL FIRE) Community Risk Reduction and Wildfire Resiliency programs, the incumbent coordinates with Unit staff, Northern Region personnel, Headquarters program staff, Tribal governments, landowners, and cooperating agencies to identify, develop, and implement fuels reduction and forest health projects.
*Responsibilities include providing technical guidance on project planning and implementation, administering fuels reduction budgets and contracts, reviewing grant applications, coordinating regional funding priorities, ensuring compliance with grant and contractual requirements, and facilitating landowner and cooperative agreements, including Good Neighbor Authority and Wyden agreements. The incumbent works collaboratively to resolve project-related conflicts and ensure successful project completion. *The position performs project inspections and program reviews to evaluate active and completed fire prevention, fuels reduction, and resource management projects throughout the Northern Region. *Responsibilities include monitoring project compliance with contracts, CEQA documentation, funding requirements, and program objectives. *The incumbent also provides scientific forestry analysis and statistical support for vegetation and wildfire fuels assessments within the State Responsibility Area (SRA), including evaluating the effects of land conversion, development, insects, disease, and other factors that influence forest conditions and wildfire risk.

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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.		
15%	*Responsible for protecting State Forest facilities and natural resources through proactive resource stewardship, fire hazard mitigation, and forest health monitoring. The incumbent identifies threats from insects, diseases, invasive plants, and other forest stressors and develops recommendations to address resource concerns. The position supports timber sale planning and operational activities by incorporating fire prevention and resource protection measures into management decisions.		
10%	*Responds to emergency incidents and special assignments in accordance with Department policy, including wildland fire suppression and other emergency operations as required. The position maintains all required qualifications, certifications, and training standards; completes resource management training requirements; may serve as a certified purchaser for goods and services supporting forest management operations; and maintains a valid California Registered Professional Forester license.		
5%	Other duties as assigned. 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 test. 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: Registered Professional Forester License required. Completes CAL FIRE Fire Control Training (FCT) during probationary period as a condition of employment. May be subject to working nights, weekends or holidays in support of emergency. May require a two-year commitment.			
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