

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Forest Health Program- Area Forester	
		Division and/or Subdivision Climate and Energy	
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 Sacramento or Shasta Counties	
		Class Title of Position Forester I	
		Position Number 542-760-1054-002	
		Effective Date 8/1/26	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
40%	The Department of Forestry and Fire Protection's (CAL FIRE's) Resource Management Climate and Energy Program represents the Department on climate change and forest products topics and manages funds from the Greenhouse Gas Reduction fund allocated to the Department for grant programs. Under the direction of the Forester II (Forest Health Assistant Program Manager); the Forester I will take independent action to monitor Forest Health Program projects and conduct associated tracking and administrative work. Employee will take full responsibility for working with grantees and contractors by providing technical assistance, monitoring, grant administration and education. <u>Grantee Support, Grant Tracking, and Project Monitoring:</u> *Review and validate invoices, progress reports, California Environmental Quality Act (CEQA) documentation, and California Climate Investments (CCI) and Proposition 4 reporting requirements to ensure consistency with grant agreements, project implementation, and program policies.*Conduct site visits and meetings to evaluate project implementation, verify reported accomplishments, assess treatment effectiveness, and ensure projects are progressing consistent with grant agreements and environmental compliance requirements. *Provide technical assistance, education, and guidance to grantees throughout project implementation, serving as the primary point of contact for technical questions, grant requirements, and project administration.		
20%	<u>Grant Project Quality Assurance and Program Support:</u> *Prepare inspection reports, maintain accurate project records, and communicate project status, risks, and recommendations to program staff.*Initiate discussion and/or actions to compel grantees and/or contractors to meet obligations under the projects. *Make recommendations to the Forest Health Assistant Program Manager about necessary actions to successfully complete 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 encounter 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 2.			
"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 Forest Health Program- Area Forester	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
10%	<u>Grant Solicitation:</u> *Conduct outreach to potential applicants to promote Forest Health grant opportunities. *Provide technical assistance during project development, including consultation on project eligibility, treatment planning, reporting expectations, and application requirements. *Assist with scoring and the award decision process for Forest Health applications.		
10%	<u>Special Projects and Collaborative Efforts:</u> *Participate in special assignments related to program policy, business process improvement, reporting, data management, or technology implementation. *Such assignments may be on behalf of the Forest Health Program or other Resource Management programs.		
5%	<u>Program Public and Professional Education:</u> *Independently begin preparation of and presentation of professional and educational materials related to the Forest Health Program, including, but not limited to: web-based formats; public speeches; written articles; or displays at trade shows, conferences, and meetings.		
5%	<u>Emergency Response:</u> *Incumbents with appropriate training, Incident Command System (ICS) qualifications, experience, and certifications may respond to emergency incidents as required per Department Policies.		
5%	<u>Training:</u> *Completes Emergency Response, Resource Management, and other applicable training per Department Policies and applicable training guide for position.		
5%	<u>Other duties:</u> Other job-related duties as required, in accordance with the class specification.		
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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 typically is required to perform psychologically stressful and/or physically demanding duties consistent with firefighting, disaster response, and emergency medical response. 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 condition of the incumbent. As such, CalOSHA 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. May be subject to working nights, weekends or holidays in support of emergency incidents. This position requires travel up to 60% of the time. This travel may be local or statewide and may result in overnight stays.			
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