

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 - Demonstration State Forest	
		Division and/or Subdivision Shasta-Trinity 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 Redding	
		Class Title of Position Forestry Assistant II	
		Position Number 542-261-1093-003	
		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.		
40%	Under the supervision of the Demonstration State Forest Manager, the Forestry Assistant II (FA II) – Demonstration State Forest (DSF) performs a wide variety of field work, lead responsibilities, and office tasks at the highest technical level to support the management of the Demonstration State Forests in the Shasta-Trinity Unit (SHU).		
25%	*Independently collects field data and measurements on forest attributes using recognized forestry principles and procedures at the direction of the Forest Manager, including tree measurements, timber cruise data, wildlife habitat relationships, streams, roads, and culvert numbers and location. *Identifies and performs insect and disease evaluations. *Conducts inspections of operators conducting work on the State Forests under contract. *Create reports on conditions to present findings to the Forest Manager. *Marks timber for cutting, collects tree and log measurements, and determines contract compliance. *Leads new FA II's and seasonal employees to accomplish tasks. *Assists the Forest Manager in Timber Harvest Plan preparation and demonstration projects. *Patrols the Demonstration State Forests for fires, makes visitor contacts, identifies theft and vandalism, identifies facility, snow, and road conditions, and reports findings to the Forest Manager. *Accepts lead responsibility for the conduct of maintenance of state forest facilities and equipment including service of vehicles.		
	*Collects and stores data and information collected in the field. *Performs data entry and data analysis using Microsoft Office and other programs. *Collect information and prepare reports and contracts. *Collects data and prepares maps of forest attributes for reports, contracts, historical records, and other documents.		
	*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 2.			
"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 _____	

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16) - PAGE 2		Working Title of Position Forestry Assistant II - Demonstration State Forest	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
20%	*Acts in a lead capacity, overseeing seasonal Forestry Aides in the conduct of field forestry work on state forest lands, including determining the tasks for the day and the order of commencement, employee safety, accuracy of work, and completion of tasks in specified time periods. *Participates in the end of the season employee evaluations. *Coordinates the work of outside work crews on forest projects.		
10%	*Participates in the CAL FIRE - Fire Protection Mission and maintains essential training to fulfill fire protection assignments in specified roles. Leads fire crews when needed. Works cooperatively with other government agencies and the private sector and performs other forestry related tasks as assigned by the Forest Manager.		
5%	Performs other duties as required.		
	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, the California Occupational Safety and Health Administration (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: Must successfully complete CAL FIRE Fire Fighter Academy (FFA) and Company Officer Academy (COA) within 12-month probationary period as a condition of employment. The Bargaining Unit 8 Memorandum of Understanding (MOU) regarding Voluntary In-Class Transfer Policy (Inter-Unit) (Section 9.2) will be followed. The department may require a two (2) year commitment starting on the date of appointment to the current assignment at the Shasta-Trinity Unit. Maintains Arduous Fitness Standard. May be subject to working nights, weekends or holidays to complete duties.			
"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			