

California Department of Tax and Fee Administration

DUTY STATEMENT

☐ CURRENT
☐ PROPOSED

SCHEDULE TO BE WORKED/WORKING HOURS		EFFECTIVE DATE	
CIVIL SERVICE CLASSIFICATION Associate Forest Property Appraiser		WORKING TITLE Forest Property Appraiser	
DIVISION/OFFICE/UNIT BTFD/Program & Compliance Bureau		SPECIFIC LOCATION ASSIGNED TO 2881 Churn Creek Rd. Ste B, Redding, CA 96002-1146	
SEERA DESIGNATION Rank & File	BARGAINING UNIT 01	WORK WEEK GROUP 2	CERTIFICATES REQUIRED Reg. Professional Forester Lic.
FINGERPRINTS/BACKGROUND CHECK REQUIRED ☒ Yes ☐ No	BILINGUAL POSITION ☐ Yes ☒ No	SUPERVISION EXERCISED None	
INCUMBENT		POSITION NUMBER (Agency-Unit-Class-Serial) 291-515-5017-	
<i>The mission of the California Department of Tax and Fee Administration is to make life better for Californians by fairly and efficiently collecting the revenue that supports our essential public services.</i>			
POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the Senior Forest Property Appraiser, the Associate Forest Property Appraiser (AFPA) monitors forest products market conditions to prepare preliminary harvest values as required by the Revenue and Taxation Code, Part 18.5 of Division 2. Performance of the duties provides the necessary support for the Business Tax and Fee Division (BTFD) programs to ensure the uniform administration of the timber yield tax throughout the State of California and the effective valuation, collection, and proper distribution of yield tax revenue to each county where timber is harvested. This position may require the incumbent to travel up to sixty-five percent (65%) of the time. Candidate must be able to perform the following essential job functions with or without reasonable accommodation.			
PERCENTAGE OF TIME SPENT	DUTIES		
40%	<u>ESSENTIAL JOB FUNCTIONS</u> Participates in the BTFD's ongoing monitoring of forest products market conditions. Researches, investigates, obtains, and analyzes a variety of data to monitor market conditions (e.g., log and mill sales, stumpage sales, non-industrial harvest plans, forest service contracts, etc.); contacts companies, operators, professional foresters, the U.S. Forest Service, and other sources to obtain transaction information; performs field review of subject sales to determine logging conditions, species composition, age, quality, and other relevant factors; makes market/revenue projections; updates market indices; and prepares preliminary harvest values schedules to be used in computing the timber yield tax for individual taxpayers.		
40%	Conducts office and/or field review of harvest operations to ensure accurate reporting of the timber yield tax by the taxpayers. Reconciles and verifies available office records of harvest operations to ensure that data submitted by timber owners complies with timber yield tax laws and rules; makes comparisons between reported and expected information to ensure that taxpayer reporting is proper; reviews, compares, and reconciles documents, such as sales records, field reports, and harvest plans, with taxpayer harvest reports to ensure accurate reporting. May be required to perform a field review and timber cruise of the subject operation and is responsible, through the Senior Forest Property Appraiser, for the final recommendations to the audit team members when discrepancies with the taxpayer exist.		
10%	Performs market and harvest condition analyses (e.g., log scale/weight/scale equivalence studies, log price index studies, trends in forest product market conditions, sales, and value time adjustments, etc.).		
5%	Performs a variety of general appraisal and forestry duties (e.g., new employee training, assistance, and advice to taxpayers and/or interested parties regarding the timber yield tax law and the proper preparation of harvest reports, tax returns, and other duties as necessary and required).		
5%	<u>MARGINAL JOB FUNCTIONS</u> Performs other duties as required, which include computing annual adjustments to Timber Production Zone land values, advising taxpayers, the public, and other agencies on issues related to the administration of the Timber Yield Tax.		

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WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED FOR THE JOB <i>(if applicable):</i>		
Work Environment: California's timberlands: includes rough/rugged terrain, uninhabited remote areas, and exposure to a variety of weather conditions.		
Physical Abilities: - Remain in a stationary position for long periods of time, while traveling long distances in four-wheel drive vehicles over a variety of driving surfaces such as highways, logging roads, and generally rugged terrain, commonly under adverse weather conditions. - Traverse timber stands requiring moving over a variety of rough/uneven surfaces.		
Additional Requirements/Expectations: - Possess a valid California driver's license. - Possess a valid license as a Professional Forester issued by the California State Board of Forestry. - Travel may be required up to sixty-five percent (65%) of the time.		
<i>I have read this duty statement and fully understand that I must perform the Essential Job Functions of my position with or without reasonable accommodation.</i>		
PRINT EMPLOYEE NAME	EMPLOYEE'S SIGNATURE	DATE
<i>I certify that the above accurately represents the duties of the position and that I have reviewed these duties with the above-named employee.</i>		
PRINT SUPERVISOR NAME	SUPERVISOR'S SIGNATURE	DATE
HRB Approval Date: 11/21/25		C&P Analyst Initials: ANS