

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 - VMP	
		Division and/or Subdivision Sonoma – Lake – Napa 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 St Helena, CA	
		Class Title of Position Forestry Assistant II	
		Position Number 542-114-1093-003	
		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.		
45%	Under the direct supervision of the Wildfire Resilience Forester II, the Forestry Assistant II – Vegetation Management Program (VMP) serves Departmental objectives related to fuels management, fire prevention, and resource protection through the application of a broad range of fire prevention programs and techniques. Department objectives are met by the performance of a variety of duties as described below. *Reviews state or state-funded fire prevention projects for compliance with the Unit Fire Plan, Strategic Plan, and Community Wildfire Protection Plans. *Assists in the preparation of all documents for CAL FIRE project implementation including grants and California Environmental Quality Act (CEQA) compliance for Vegetation Management Program (VMP), California Forest Improvement Program (CFIP), and other fire prevention projects. *Forwards project information to the Region Vegetation Management Program Coordinator [Forester II (Supervisory)]. *Maintains Unit State Responsibility Area (SRA) fuel reduction records and provides updates to the Regional SRA VMP Program Manager.		
20%	*Performs periodic inspection and review of active and completed fire prevention projects within the Unit. *Ensures compliance with contract, CEQA documentation, and project funding. *Assists in the management of grants to ensure compliance with project contracts and budgets, and reviews invoices for completeness and approval. *Writes and prepares vegetation treatment project reports. *Collects data and prepares information for project input into the CAL FIRE Management Activity Project Planning Event Reporter (CalMAPPER) database. Assists Unit Pre Fire Engineer Fire Captain in entering project related data into CalMAPPER. *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:			
"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.
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15%

*Coordinates with CAL FIRE Unit staff, Conservation Camps, Fire Safe Councils, Local Government, Resource Conservations Districts (RCD), landowners, and other interest groups on potential fuel reduction projects in the SRA. *Attends meetings with local stakeholders (e.g. to fire prevention and fuel reduction projects). *Meets with landowners to communicate fire prevention project funding opportunities and ensure stakeholder involvement in project identification. Assists and provides guidance to Fire Safe Councils, Local Government, RCD's, etc. with project planning and implementation. Coordinates with Region VMP staff to determine project priorities and funding availability.

15%

*Assists with Unit Fire Protection and Prevention staff to maintain integrated fuels management and fire prevention programs. Assists Unit staff on updates to Unit Fire Plans, SRA and Fire Hazard Severity Zone updates. *Responds to emergency incidents as required per Department policy. *Maintains proficiency, qualification, and experience standards in accordance with applicable laws, rules, and departmental policy. Completes Resource Management training per Department policy. May be required to complete all training and maintain status as a Department Public Officer.

5%

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, 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.

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Job qualifications and/or conditions of employment: **May be required to work nights, weekends, and holidays. The incumbent will be required to perform duties for 2 years before being eligible for transfer.**

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____

Personnel use only

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Initials and Date