STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT

PO-199 (06/16)

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.

Working Title of Position
Forest Practice Inspector

Division and/or Subdivision
Northern Region - Mendocino Unit

Location of Headquarters
17501 North Highway 101, Willits, CA 95490

Class Title of Position
FORESTER I

Position Number
542-113-1054-VAR

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 general supervision of the Division Chief, enforces the Z'Berg-Negedly Forest Practice Act, Board of Forestry rules and Public Resources Code. Obtains compliance with rules, laws and regulations through field inspections, enforcement actions, and consultation with timber operators, Registered Professional Foresters (RPF), landowners and the general public. Inspection and Enforcement *Inspects timber operations for compliance with the Forest Practice Act, Board rules, State Forest and Fire laws, and environmental statutes and takes formal or administrative enforcement actions as necessary. *In accordance with Department policy, inspects active timber operations for compliance and effectiveness. *Consults and establishes a working relationship with all responsible parties (licensed foresters, timber operators, landowners and industry, etc.) for timber operations to prevent violations of laws and rules and requires correction when violations are discovered. *Identifies, investigates, and recommends appropriate enforcement action for flagrant, severe, and chronic violations. *Develops site specific measures and actions to mitigate environmental damage resulting from violations. *Inspects completed timber operations for compliance with stream protection, erosion, slash treatment, stocking and other rules as related to the specific harvest document. *Conducts stocking sampling when necessary to assure compliance with Forest Practice Act and Board rule stocking requirements. *Initiates Forest Practice enforcement action when necessary and compiles evidence, reports, and recommendations for those actions. *Issues violations and appears in court as the principle or expert witness for the State in its actions in accordance with state laws. *Investigates complaints and cooperates with Department civil actions, other agency law enforcement efforts, and RPF disciplinary actions. *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

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 Practice Inspector

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
30%	Harvest Document Review *Receives, reads, and reviews all harvest documents assigned for designated work area or by the supervisor. *Reviews all timber harvest plans, Non-Industrial Timber Management Plans (NTMP), and plan amendments and conducts pre-harvest inspections as needed, and provides recommendations to the Director to ensure conformance with the Forest Practice Act and Board rules. *Coordinates, plans, and conducts pre-harvest inspections in the field with representatives of the project and other reviewing agency personnel. *Prepares and writes clear, concise, and complete reports including evaluation of environmental conditions and recommendations for changes to bring plans into conformance with the Forest Practice Act and Board rules.
20%	Program Administration *Writes inspection reports and related documents, compiles and maintains administrative reports, maintain records, answer correspondence, speaks before groups and participates in meetings in connection with forest practice matters.
5%	Emergency Response and Training *Responds to emergency incidents as required per Incident Command System (ICS) qualifications. *Maintains proficiency, qualification, and experience standards including but not limited to the Incident Command System – Position Qualification System in accordance with applicable laws, rules, and departmental policy. *Completes Resource Management training per Procedures Handbook Section 4035 and applicable training guide for position.
5%	Other duties as assigned

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STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION **POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT** PO-199 (06/16) - **PAGE 3**	Working Title of Position Forest Practice Inspector

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
	Desired knowledge and abilities The Forest Practice Inspector must have good knowledge of forest management principles and practices, forest protection and fire prevention, timber inventory methods, appraisal of forest lands and timber, management plans, forest products harvesting and sales, forest mensuration principles and practices, timber stand improvement, the fundamentals of land surveying and forest ecology. Also required is a thorough knowledge of the Forest Practice Act, Board rules, the California Environmental Quality Act (CEQA), other State and Federal Environmental, Forest, and Fire Laws. Must have a good working knowledge of law enforcement principles and techniques. 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 tests. 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 Firefighter Academy (FFA) and Company Officer Academy (COA) training during probationary period as a condition of employment. May require a two-year commitment.

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

Employee Signature	Date	Supervisor Signature	Date

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