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
Review Team Analyst

Division and/or Subdivision
Southern Region HQ - Resource Management

Location of Headquarters
1234 E Shaw Ave., Fresno CA 93710

Class Title of Position
Analyst I

Position Number
541-401-5157-XXX

Effective Date
11/1/2026

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
	Under the general supervision of the Forest Practice Manager, the Anaylst I will perform varying technical, research, and analytical work for the Forest Practice Review Team with the following duties:
50%	*Analyze, review and timely process all incoming Timber Harvest documents to ensure they are legal and in compliance with Forest Practice rules, including: Timber Harvest Plans (THPs), Program Timber Harvesting Plan (PTHPs), Non-Industrial Timber Management Plan (NTMPs), Wildfire Fuels Management Plan (WFMPs), Exemptions, Emergencies, Minor Deviations and Substantial Amendments.*Review and analyze what is required for each specific THP prior to forwarding to the Review Team and return any required questions to the appropriate contacts to ensure the flow of review and processing continues in a timely manner. *Analyze associated review documents such as Pre Harvest Inspection (PHI) reports, Registered Professional Forester (RPF) Correspondence, First and Second review, results of First and Second review, Notice of Filing, Notice of Conformance, Notice of Submission, Notice of Intent or Notice of Preparation and completion/stocking reports to ensure accurate, timely processing, and compliance with Forest Practice rules. *Perform analysis to find and resolve deficiencies in harvest documents. *Verify licensing, insurance, mapping, and assign appropriate inspectors while applying the specific county laws and rules.
15%	*Update CALTREES database, scan, compile, post and distribute copies of the above harvest documents. * Identify and communicate any defencies to the Review Team Chair. *Extract and analyze CALTREES data, monitor, forecast and evaluate THP status and prepare reports for management and Review Team.
	*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

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION **POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT** PO-199 (06/16) **- PAGE 2**	Working Title of Position Review Team Analyst

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10%	*Digital Mapping of Harvest Documents – Analyze the legal description using ArcGIS and THP mapping to ensure correct location identification and inspector assigned.
10%	Participate/Collaborate in Forest Practice and Review Team working groups to identify effeciencies, process improvements and potential problems with CALTREES or other Review Team functions and processes.
10%	Process information requests from the public, Licensed Timber Operators, and Registered Professional Foresters received in writing, by e-mail, by telephone, from the Department's web site, or in person. Provide assistance to other Department Staff, agency staff or the public about accessing, reviewing and processing Timber harvest documents via CALTREES. Direct the public appropriately if more technical assistance is needed.
5%	Assist or backup other resource management clerical (including essential and assigned tasks) when needed or in their absence. Assist or backup tasks relating to the reception area including process outgoing mail, answer phones, and perform other duties as required.

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