STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT

PO-199 (06/16)

Working Title of Position: Staff Forester

Division and/or Subdivision: Humboldt-Del Norte 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: Fortuna

Class Title of Position: Forester I

Position Number: 542-111-1054-010

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.
	Under the general direction of a Forester II, the Staff Forester performs forestry tasks required to implement the department's forest practice, forest assistance, and fire control responsibilities.
35%	*Inspects timber operations, exemptions, and emergency notices for compliance with the Forest Practice Act, Board of Forestry rules, and the state forest and fire laws. Inspection duties will also require effective enforcement of Public Resources Code and Forest Practice Rules which will require investigation duties including report writing and participating in legal proceedings. *Issues Notice of Violations for misdemeanor violations of the Forest Practice Act, Board of Forestry rules, and state forest and fire laws. *Participates in law enforcement case development. *Responds to and investigates complaints regarding timber operations. Persuades timber operators and landowners to correct violations promptly. *Inspects for compliance with stocking requirements prescribed by the Forest Practice Act and rules.
30%	*Conducts preharvest, active, and post-harvest inspections of timber operations on assigned timber harvesting plans and makes recommendations to mitigate any environmental concerns. *Prepares reports that accurately document findings from the inspections in accordance with department policy.
20%	*Trains for and participates in the department's emergency missions as required. *Serves in a variety of Incident Command System (ICS) positions for fires or other emergencies under the jurisdiction of the department. *Collaborates effectively and harmoniously with various stakeholders including coworkers, other fire protection agencies, the public, landowners, other governmental agencies, and the business community.
5%	*Assists in the administration of cost sharing projects such as the California Forest Improvement Program, the Forest Incentives Program, the Agricultural Conservation Program, the Stewardship Incentive Program, and the Vegetation Management Program. *Detects and

*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	Date	Supervisor Signature	Date

Personnel use only ☐ Posted to Directory

Initials and date

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PO-199 (06/16) **- PAGE 2**

Working Title of Position
Staff Forester

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
(5% cont'd)	reports forest pest conditions. *Evaluates reforestation, stand improvements, and vegetation management needs on private landowners that participate in these programs. Performs various aspects of the Rural Forestry Assistance Program.
5%	*Communicates with the public and other agencies in written and oral presentations and prepares reports as assigned by the supervisor. *Assists in the evaluation of the environmental documents prepared under the California Environmental Quality Act (CEQA) and, on projects sponsored by the California Department of Forestry and Fire Protection (CAL FIRE), may assist in the preparation of an Environmental Impact Report (EIR) or a Negative Declaration.
5%	Other duties as required. The Forester I position may require the employee to become a Certified Public Officer, issue citations for misdemeanors and violations of the Forest Practice Act and rules, and state forest and fire laws. Appear in court, when appropriate, as a principal witness for the state. Identify, investigate, and collect evidence on timber operations with forest practice violations and prepare litigation reports with recommendations for disciplinary and corrective action. The incumbent is required to wear respiratory protection equipment including self-contained breathing apparatus (SCBA). The use of such equipment may be 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: A two (2) year commitment to Humboldt - Del Norte Unit may be required. Registered Professional Forester License is required. Must complete CAL FIRE Firefighter Academy (FFA) and Company Officer Academy (COA) training during probationary period as a condition of employment. Must complete all training as required by the Department. May be required to work nights, weekends, and holidays. May be required to travel throughout the State for emergency assignments.

"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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Initials and Date