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 Weott
	Class Title of Position Forester I
	Position Number 542-111-1054-003
	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.
	Under the direction of a Forester II, the Staff Forester works in the performance of forestry tasks required to implement the Department's Forest practice, forest assistance, and fire control responsibilities.
35%	*Inspects timber operations on assigned timber harvesting plans, exemptions, and emergency notices for compliance with the Forest Practice Act and 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.
30%	*Conducts pre-harvest inspections of assigned timber harvesting plans and make recommendations to mitigate any environmental concerns.
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. *Collaborate effectively and harmoniously with various stakeholders including co-workers, other fire protection agencies, the public, landowners, other governmental agencies, and the business community.
5%	*Inspects for compliance with stocking requirements prescribed by the Forest Practice Act and rules.
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 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.
	*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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Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
5%	*Must effectively communicate with the public and agencies in both written and oral presentations and prepare reports as assigned by the supervisor. *Assists in the evaluation of the environmental documents prepared under 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 negative declaration. The Forester I position may require the employee to become a Certified Public Officer, issue citations for misdemeanor, violations of the Forest Practice Act and rules, state forest and fire laws and, when appropriate, appear in court as a principal witness for the state. Must 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. Completes CAL FIRE Firefighter Academy (FFA) and Company Officer Academy (COA training during probationary period as a condition of employment. Completes all training as required by the Department. May be required to work nights, weekends, and holidays. May require twenty-four (24) hour-per-day availability, consistent with the approved work week during the declared fire season.

"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