STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT

PO-199 (06/16)

	Working Title of Position Forest Practice Inspector
	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 Forestry Assistant II
	Position Number 542-111-1093-005
	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.
	The Forestry Assistant II works under the close supervision of the assigned Forester II (Supervisor), in the performance of forestry tasks required to implement the Department's forest practice and emergency services responsibilities.
40%	*Assists licensed Forest Practice staff in the Humboldt-Del Norte Unit (HUU) in enforcing the Z'Berg-Nejedly Forest Practice Act, Board of Forestry rules and Public Resource Code. Conducts pre-harvest and active inspections and assists post-harvest inspections of timber operations on timber harvesting plans, non-industrial timber management plans, emergency notices, and exemption areas for compliance with the forest practice act and rules and state forest and fire laws. As a function of these inspections, incumbent prepares reports that accurately document findings from the inspections in accordance with Department policy.
30%	*Assists in issuing Notice of Violations for misdemeanor violations of the forest practice act and rules and state forest and fire laws. *Assists primary investigating Forest Practice Officer in Forest Practice Act Law enforcement investigation and case development. Responds to and investigates public complaints regarding timber operations.
15%	* Participates in the Departments emergency response mission and other Incident Command Systems (ICS) assignments as required. Occasional emergency assignments will be required within or out of the Unit.
	*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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DEPARTMENT OF FORESTRY AND FIRE PROTECTION
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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.
10%	*Performs miscellaneous forestry related duties and Resource Management program administrative duties. Duties typically include reporting of forest pest conditions, conducting annual conifer cone surveys, and assisting with special projects/assignments. Assists with grant programs and other service forestry projects. Works with the Unit Vegetation Management Program to assist in the preparation and implementation of fuels reduction projects. Attends meetings and training as required. Provides back-up support of the Resource Management program clerical function as needed including processing mail, answering phones and document filing.
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 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

Personnel use only ☐ Posted to Directory _____ Initials and Date