

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Forester Assistant Specialist (FAS)	
		Division and/or Subdivision Resource Protection & Improvement	
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: Sacramento, CA Physical Location: Redding, CA	
		Class Title of Position Forester I (Nonsupervisory)	
		Position Number 542-720-1054-027	
		Effective Date 10/01/2024	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
45%	<p>Under the direction of the Forester II, Regional Forestry Assistance Specialist (FAS), employee assists with deliver of the service forestry program activities throughout the Northern Region and State as necessary. Manages the administration of California Forest Improvement Program (CFIP) contracts as well as other federal and State cost share programs/grants from funding sources including the Department of Forestry and Fire Protection (CAL FIRE) Greenhouse Gas Reduction Fund (GGRF), the Timber Regulation and Forest Restoration Fund (TRFRF), the California Climate Investment Fund (CCI) and the Proposition 68 Bond Fund. The Forester I will provide professional forestry advise and technical assistance to forest landowners. Duties include, but not limited to:</p> <p><u>Coordinate Cost Share and Grant Programs:</u> *Administer the service forestry programs including CFIP and other cost share programs in the assigned Units. *Work with landowners and stakeholder agencies to apply the range of programs, grants, and funding sources to improve resource values. *Coordinate with resource staff in neighboring units and region office to process CFIP, Environmental Quality Incentives Program (EQIP), and other forest assistance program applications, and administer contracts and complete necessary documentation. *Prioritize areas to be treated and develop appropriate projects. *Maintain a working knowledge of the principle of fire ecology as necessary to support the Fire Plan with resource management programs.</p>		
40%	<p><u>Provide Landowner Assistance:</u> *Provide technical forestry advice and financial assistance to landowners throughout the State as Unit needs, and staff require. *Assist landowners, Registered Professional Forester (RPF), resource management consultants, neighborhood, school, and watershed group with identifying, designing, and finding funding for forest and resources management projects, including fuels management projects conducted as part of the Fire Plan. *Review, process and maintain records for all applications, contracts, and invoice for funded projects. (Cont. page 2)</p> <p>*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.</p>		
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 <input type="checkbox"/> Posted to Directory		_____	
Initials and date			

Percentage of Time Required Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

10%

*Conduct field and environmental review for all projects. *Respond to questions and requests from RPF's, landowners and outside agency staff. *Speak on a wide range of resource management issues and represent the Department at meeting of interested groups such as watershed councils, Resource Conservation Districts (RCDs) and Fire Safe Councils.

Other Duties as Required:

*Completes Resource Management training per Procedures Handbook Section 4020.50 and applicable training guide for position. *Maintain professional qualifications through training, conference attendance, professional / scientific committee participation, and reviewing scientific literature.

5%

Emergency Response

*Serve in line or staff capacity in the control of wildfires and other emergencies as needed. *Maintains proficiency, qualification, and experience standards including, but not limited to, Incident Command System – Position Qualification System, in accordance with applicable laws, rules, and Departmental Policy.

Desired Knowledge and Abilities:

Exercise thorough knowledge of forest management principles and practices, forest protection and fire prevention, timber inventory methods, appraisal for 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. Have thorough knowledge of the forest Practice Act, Board rules, the California Environmental Quality Act (CEQA), other State and Federal Environmental, Forest and Fire laws.

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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.
- Maintains the Arduous Fitness Standard in accordance with department policy.
- The incumbent typically is required to perform psychologically stressful and/or physically demanding duties consistent with firefighting, disaster response, and emergency medical response. 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 condition of the incumbent. As such, CalOSHA 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.

"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