

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Forestry Assistant II	
		Division and/or Subdivision Tulare Unit/Mountain Home Demonstration State Forest	
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 Springville, CA	
		Class Title of Position Forestry Assistant II	
		Position Number 542-461-1093-001	
		Effective Date April 15, 2017	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
40%	DEFINITION: Under the supervision of the Forester II (State Forest Manager), the Forestry Assistant II assists in the planning, management and supervision of projects at Mountain Home Demonstration State Forest (MHDSF)		
25%	*RECREATION MANAGEMENT: *Conduct patrols and make public contact to inform and enforce State Forest laws and policies. *Protect the facilities and natural resources of MHDSF from damage from human abuse and misuse. *Assist in directing Forestry Aides and Fire Crew Captains in general maintenance and construction of camping and recreational facilities. *Provide for the health and safety of visitors to MHDSF. *Collect and secure camping fees. *Work with recreational user groups to foster a positive relationship with the Department and an understanding of State Forest goals. *Assist in emergency medical response and search and rescue operations. *The Forestry Assistant II must be willing to work on weekends and holidays from May through October. May be required to attend and successfully pass the CALFIRE P.O.S.T. basic academy. *Upon completion of P.O.S.T., will act as the MHDSF law enforcement officer and therefore, issue citations, recommend administrative disciplinary action, investigate violations, collect evidence, prepare case reports and appear in court and/or hearings as the arresting officer and principal witness for the State.		
	*GENERAL ADMINISTRATION: *The Forestry Assistant II assists in the general planning that is required to carry out projects at MHDSF. *Will help compile material for annual reports and all other reports as required by the Unit. *Region Office and Sacramento Headquarters. *Assists in the preparation and content of time reporting systems, forest budgets, forest product sales, accident reports, automotive vehicle reports and all other forms and reports as required by the State Administrative Manual Assists in maintaining, protecting and providing security for State facilities and property at the forest. *Responsible for all vehicles assigned to the State Forest.		
	*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: 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 is required to wear respiratory protection equipment, including self-contained breathing apparatus (SCBA). As such, Cal/OSHA requires that the incumbent be annually medically cleared to be fit-tested for respiratory protection equipment. Must possess a valid California Driver's License and meet the minimum qualifications for the Forestry Assistant II position			
"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 _____	

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16) - PAGE 2		Working Title of Position Forestry Assistant II	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
20%	<u>*TIMBERNEGETATION MANAGEMENT:</u> *Assist Forest Manager in the preparation of Timber Harvest Plans (THPs) and other harvest documents, appraisals, and timber sale contracts for harvest operations on MHDSF. *Perform site assessments, develop marking prescriptions and logging plans, design yarding and transportation systems to meet management objectives. *Designate prescribed fire units and prepare burn and smoke management plans. *Coordinate inmate crews and inspect active fuel treatment projects. *Perform biological, botanical and archaeological surveys and develop appropriate protection measures to comply with California Environmental Quality Act (CEQA) and the California Forest Practice Rules (FPRs) Direct field operations necessary to provide a current and up-to-date inventory of timber resources on MHDSF. *Make routine inspections of active logging and project sites Coordinate post-timber sale activities including erosion control maintenance, hazard reduction, stocking surveys, site preparation, and planting operations associated with timber sales.		
5%	<u>*RESEARCH AND DEMONSTRATION PROJECTS:</u> *Conduct demonstrations and research projects under the direction of the manager. *Engage resource management professionals and scientists to implement research and demonstration projects. *Incorporate demonstrations and educational elements in operational projects. *Assist in evaluation of data and publications. *Assist in conducting tours of MHDSF to various groups and agencies		
5%	<u>*SAFETY AND TRAINING:</u> *Will act as direct supervisor and training officer for Forestry Aides. *Will conduct seasonal training and tailgate safety meetings for Forestry Aides. *Will attend Department required training and other professional continuing education to stay current on licenses and certificates.		
5%	<u>*EMERGENCY OPERATIONS:</u> *The Forestry Assistant II will serve in a line or staff capacity in any emergency operation within the State Forest. *Assist the Forest Manager m directing emergency operations on the State Forest until relieved by a more qualified person.		
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Job qualifications and/or conditions of employment: <u>May be subject to working nights, weekends or holidays in support of emergency incidents. Transfer candidates may require a two-year commitment.</u>			
"We have discussed this document in its entirety and understand the duties of this position."			
_____ Employee Signature		_____ Date	
_____ Personnel use only		_____ Supervisor Signature	
<input type="checkbox"/> Posted to Directory		_____ Initials and Date	