NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR

Date: May 7, 2015

Re: Notice of Proposed Classification Actions – Final Notice No. 60 FY 14/15 (copy attached).

In the absence of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective May 7, 2015.

Micki Callahan
Human Resources Director

by:

Steve Ponder
Classification and Compensation Manager
Human Resources

cc: All Employee Organizations
    All Departmental Personnel Officers
    DHR – Class and Comp Unit
    DHR – Client Services Unit
    DHR – Employee Relations Unit
    DHR – Recruitment and Assessment Unit
    DHR – Client Services Support Services
    Micki Callahan, DHR
    Michael Brown, CSC
    Sandra Eng, CSC
    Linda Cosico, DHR
    Maria Newport, SFERS
    Risa Sandler, Controller/Budget Division
    Devin Macaulay, Controller/ Budget Division
    Theresa Kao, Controller/ Budget Division
    Drew Murrell, Controller/ Budget Division
    Alex Koskinen, Controller/ Budget Division
    E-File
NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR

The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 60
Fiscal Year: 2014/2015
Posted Date: 04/29/2015
Reposted Date: N/A

AMEND THE FOLLOWING JOB SPECIFICATION(S):
(Job specification(s) attached.)

<table>
<thead>
<tr>
<th>Item #</th>
<th>Job Code</th>
<th>Title</th>
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<tr>
<td>1</td>
<td>3426</td>
<td>Forester</td>
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Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the affected parties.

For additional information regarding this proposed classification action, please contact Megan Siems, Senior Classification and Compensation Analyst, at (415) 557-4898 or by email at Megan.Siems@sfgov.org.


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E-File
CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Forester
Job Code: 3426

INTRODUCTION

Under general direction, incumbents in this class direct and supervise natural resource management activities for city-administered lands. The essential duties assigned to this class include: preparing, developing and implementing natural resource management plans; coordinating forestry, arboriculture and/or watershed management projects; advising government officials, boards, commissions, management and the public on forestry, arboriculture and/or watershed issues; maintaining and supervising the preparation of records, databases, reports and contractual agreements; preparing and administering grants; preparing and monitoring programs and program objectives; conducting workshops, informational and educational tours; performing studies and implementing plans; supervising staff, assigning work and inspecting forestry management activities; scheduling plots for tree planting and removals; conducting training for staff; developing, conducting and monitoring work safety programs; and preparing requests for personnel, supplies and equipment.

DISTINGUISHING FEATURES

This classification is distinguished by its professional specialization in forestry practices including responsibility for planning tree removals, site preparation and tree replacements citywide. It differs from classes in the Tree Topper and Gardener series in that the latter physically perform the tree removals, ground maintenance and planting work in accordance with reforestation program objectives.

SUPERVISION EXERCISED

Supervise, assign work and inspect forestry management activities.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Direct and supervise natural resource management activities for city-administered lands including tree planting, removal and assessments, pest management, vegetation maintenance and wildlife.

2. Prepare, develop and implement natural resource management plans, including coordinating site preparation, landscape, species selection, planting and removal, road replacement, replacement upgrades and standardized maintenance practices, and planning for surplus wood and material utilization.

3. Schedule plots for tree planting and removals.

4. Provide advice to government officials, boards, commissions, management and the public on forestry, arboriculture practices and/or watershed issues; mediate forestry activities in local neighborhoods.

5. Supervise, assign work and inspect forestry management activities. Patrols watershed and right-
of-way for encroachments.

6. Coordinate forestry, arboriculture and/or watershed management projects with City departments and other public and private agencies.

7. Prepare and monitor programs and program objectives including budget estimates; establishes and secures funding sources.

8. Prepare requests for personnel, supplies, and equipment.

9. Conduct in-services forestry/arboriculture training for field staff, including surveying techniques, silvicultural techniques, environmental considerations, and tree/landscape maintenance.

10. Develop, conduct and monitor work safety programs for field staff.

11. Perform studies and implement plans on resource protection and enhancement, including erosion control. Evaluate activities and projects for environmental and ecological compliance.

12. Conduct resource related workshops for in-house labor and volunteers.

13. Conduct informational and educational tours, lectures and meetings on forestry/arboriculture management practices and policies to school groups and the general public.

14. Maintain and supervise the preparation of records, databases, reports and contractual agreements. Ensures procurement of permits issued by regulatory agencies.

15. Prepare and administer grants and provides direction to community groups and agencies in preparation of grants for the enhancement of City-owned lands.

16. Perform other duties as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: principles of forest management as applied to the reforestation and vegetation management of urban park lands; and the related tools, materials and equipment use to perform such work.

Ability to: plan, supervise and inspect the work of subordinate personnel engaged in tree planting and removal work over a wide area; deal tact-fully and effectively with the public and promote good public relations; maintain operating records and prepare related reports.

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Education: Requires possession of a baccalaureate degree from an accredited college or university
Title: Forester
Job Code: 3426

with major course work in natural resource management, forestry, or agroforestry.

Experience:

Two (2) years of verifiable professional-level experience in natural resource management or forestry/arboriculture. Experience in gardening (ornamental horticulture), turf maintenance, nursery work, landscape architecture, landscape gardening, and landscape contracting will NOT be considered qualifying experience; AND

One (1) year of supervisory-level experience in natural resource management or forestry/arboriculture.

License and Certification:

Possession of a current class C or III driver license to be presented at the time of the appointment.

Substitution:

Additional qualifying experience as described above may substitute the required education on a year-for-year basis but may not substitute the required supervisory experience. Thirty (30) semester or forty-five (45) quarter units equal one year.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE: 1/9/1984
AMENDED DATE: 12/11/2000; 5/7/2015
REASON FOR AMENDMENT To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.
BUSINESS UNIT(S): COMMN