

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position State and Federal Property Coordinator	
		Division and/or Subdivision Business Services Office (BSO)	
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 <u>brief</u> 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 <u>with</u> 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	
		Class Title of Position Associate Governmental Program Analyst (AGPA)	
		Position Number 541-028-5393-715	
		Effective Date June 12, 2018	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
40%	<p>Under the direction of the Staff Services Manager I (SSM I), Property and Local Services (PLS) Unit, the Federal and State Property Coordinator (Associate Governmental Program Analyst) serves as the lead analyst in the Federal Property Program, State Property Program, and training/education support in the State Recycling Program. The incumbent is generally responsible for leading in a team setting the performance of core unit functions using a conceptual approach to problem-solving. The incumbent will perform work of complex difficulty in a wide variety of analytical as well as policy, program design, evaluation, review and training assignments. The essential duties of the position are the following:</p> <p>* As the State Property Coordinator, oversees the completion of the annual physical inventory of CAL FIRE accountable state property working with all CAL FIRE units, statewide.* Coordinates acquisition, transfer, or disposal of departmental state property for the Sacramento-based units within CAL FIRE. * Directs, consolidates, analyses property data submitted by CAL FIRE units for transfer, acquisition, or disposal; confers directly with Department of General Services (DGS) to ensure all property-related regulations and requirements are met, and transfer and disposal documents are ratified.* Approves the disposal of all State property within CAL FIRE in accordance with policy and procedure, while networking with CAL FIRE units to reutilize property and coordinates disposition with DGS and other State agencies as needed.</p>		
30%	<p>* As the Federal Property Coordinator, writes and edits policy handbooks, instructional manuals and public information materials for the Federal Excess Personal Property Program and the Firefighter Property Program.* Continually monitors federal database (Federal Excess Property Management Information System (FEPMIS) to ensure all acquisitions and disposals have been accurately and thoroughly completed through FEPMIS. * Leads training activities covering all federal property programs, including federal screeners' and property manager's training, as well as Forestry Logistics Officers' workshops.</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:			
"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%	(30% Continued from page 1) *Maintains current CAL FIRE agreements with cooperators (local fire districts/departments). Conducts federal property inventories, reports and reviews.*Informs and assists federal property program cooperators and the public on policy and procedure changes.
10%	*As directed by Manager, leads the PLS Unit in sensitive and critical tasks and projects to meet compliance with other programs such as: the State Uniform and Badges program; State Facility repairs, alterations, service coordination, office moves, and any other needs of the Business Services Office (BSO), working with BSO resources and PLS' facility, mailroom, and local service personnel; may assist in finance and budget-related PLS work requests.
10%	*Responsible for contract/procurement processing, as needed, for assigned programs and regions, which includes determining applicability of acquisition services, advising program staff of proper procedure and providing consultation to obtain required information, preparing and reviewing packages in accordance with laws/policies; make final award. *Represents the BSO at meetings with departmental personnel, contractors/vendors, and control agency staff. *Assists with purchasing recyclable goods as required by the State Buy Recycle Campaign (SABRC). Assists with procurement training to assigned staff statewide.
10%	*Educates the field on program mandates and alternatives for compliance; recommends policies and procedures for meeting recycling goals and increasing purchases of recycled post-consumer content products. *Implements policies and procedures statewide. * Provides guidance to field staff. * Assists in the Incident Recycling Program in coordination with BSO and key Incident Command Team positions (e.g. facilities unit leader). Supports the BSO statewide Recycling Coordinator in implementing the Statewide Recycling Program. Desirable Characteristics Strong computer, writing/communication skills; detailed, work-responsive; efficient, resourceful problem-solver;. *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: Willingness and ability to travel approximately 10% of the time. The regular workweek of full-time employees shall be forty (40) hours, Monday through Friday; the regular work shift shall be eight (8) hours

"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	