

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Administration & Support Services Manager	
		Division and/or Subdivision Fire Protection	
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 Headquarters	
		Class Title of Position Staff Services Manager I	
		Position Number 541-064-4800-003	
		Effective Date August 12, 2020	
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 general direction of the Staff Chief of Cooperative Fire the Administration & Support Services Manager plans, organizes, staff, directs and evaluates the management and business services within Cooperative Fire Programs, Law Enforcement/Civil Cost Recovery and Fire Protection Operations. This includes all financial services, contract administration, material management and support of Personnel Services.</p> <p>*Directly supervises staff performing budget development and monitoring, personnel management, purchasing, rate development and maintenance, and contracting functions.</p> <p>*Consults and advises Sacramento Fire Protection Headquarters (FPHQ) program managers in development of their budget expenditure plans in accordance with departmental policies and procedures, including personnel services, equipment, and travel. *Coordinates all activity between HQ programs and the budget office, including allocations, special augmentations, reimbursements, budget revisions, out of state travel and transfers of budget allocations.</p> <p>*Conducts monthly analysis, analyzes data received from units, identifies problem areas, develops and evaluates alternatives for handling budget deficits and surpluses, and prepares reports to management including budget status and projections. *Ensures that fiscal policies and procedures are followed.</p>		
25%	<p>*Responsible for monitoring position control with in FPHQ to ensure that positions are filled promptly and in accordance with departmental policy. *Works closely with Program Managers to support all FPHQ hiring. *Attends meetings and trainings to stay up to date on changes in regulations, rules, and policies that may impact the function and procedures performed by the unit. *Ensures compliance with documentation and records retention schedules.</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>			
<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 encounter 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.</p>			
Job qualifications and/or conditions of employment:			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		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% * Coordinates mid-year and year-end accounting processes to provide projections and financial statement reporting as required by the State Administrative Manual (SAM). *Prepares end-of-year budget analysis and makes recommendations to the FPHQ program managers.

10% *Identifies administrative training needs and coordinates training for FPHQ administrative staff on various subjects including budget management, equipment and service purchases, FI\$Cal, and Voyager process.

10% Other duties and special projects as assigned by management.

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Job qualifications and/or conditions of employment:

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Employee Signature _____ Date _____ Supervisor Signature _____ Date _____

Personnel use only Posted to Directory _____

 Initials and Date