

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

15% *Assists the SSMI with AMU personnel administration. *Tracks position control and makes recommendations on required actions to manage vacant positions. *Prepares personnel transaction requests to fill positions, write required justifications and assists management in revising/developing duty statements. *Tracks personnel transaction packages through t112 approval processes.

5% Meets with the Chief of Aviation and/or Aviation Officers monthly, or as requested, for analysis and review of their respective FI\$Cal and/or Quantum reports. Makes recommendations on appropriate expenditure actions to be taken using these analyses.

5% In coordination with the SSMI, assists in preparation of Aviation Management budget change proposals, research and consult with aviation program managers on budget change proposals. Assists the SSMI and program managers in preparation of budget documents.

5% Establishes and maintains annual automated records for all Aviation Management contracts and interagency agreements, provides year-to-date fiscal status and reporting to contract managers.

5% Acts as program liaison to the Departmental Accounting, Budget and Contracts Offices, including membership on the Accounting Technical Advisory Group (ATAG).

*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:

"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	