

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Cost Recovery Officer	
		Division and/or Subdivision Northern Region	
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 Redding	
		Class Title of Position Administrative Officer II	
		Position Number 541-101-4558-904	
		Effective Date	
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 general direction of the Northern Region (CNR) Deputy Chief for Fire Prevention and Law Enforcement, the Administrative Officer II - Cost Recovery, plans, organizes and directs the CNR's cost recovery programs. There are three separate programs under cost recovery: Civil, Agreement Reimbursement, and Fire Management Assistance Grant (FMAG)/Federal Emergency Management Agency (FEMA). Acts as primary cost recovery contact for 12 CNR Units and one Contract County within CNR and performs the professional administrative functions as it relates to the preparation and maintenance of the CNR's cost recovery programs. Supervises, directs and provides training to seven Region cost recovery staff, 2 Office Technicians (OT) and five Staff Services Analysts (SSA). Serves as an advisor to Region Management, Administrative Officers, Unit Prevention Bureaus, Contract Counties, Staff Legal Counsel, and the Department of Justice Legal Counsel on the financial aspects of cost recovery.</p> <p>*Supervises and oversees the finance portion of the CNR Civil Cost Recovery (CCR) program and manages Activity Reporting and Costs (ARC) package production and analysis. Sacramento Headquarters (HQ) CCR and Law Enforcement has oversight for this program.</p> <p>*Responsible for producing the Region's civil ARCs, extending to the Unit Prevention Bureaus, at a standard that withstands scrutiny from the criminal and civil courts. *Analyzes supporting payroll and purchase documents. *Makes recommendations to Unit and Region staff to correct actual deficiencies. *Supervises and directs the Region cost recovery staff in developing useful tools and improved methods to effectively analyze supporting documents for accurate ARCs. *Performs quality control audits on final ARCs to assure conformance with business processes, procedures, rules, regulations, and guidelines. *Analyzes adequacy of cost recovery processes and makes recommendations for changes to Region Management. *Develops, maintains and implements cost recovery business practices. *Ensures incoming civil cases are received, tracked, distributed, and completed within deadlines. *Works closely with the three CNR CCR Battalion Chiefs (Case Managers) and internal and external counsels to</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: Knowledge of budgetary process, strong analytical skills, ability to perform multiple tasks, problem solves, and set priorities. Ability to communicate well orally and in writing; excellent interpersonal skills. Ability to work independently and as a member of a team. Strong computer skills in word processing, spreadsheets and database software. The ability to travel, as well as work overtime.			
"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.
25%	provide areas of expertise for the life of the case, which includes discovery and interrogatory responses, deposition, and trial. *Designated as the finance Expert Witness concerning Department, Region, and Unit accounting processes during civil litigation. *Acts as a liaison between Unit and Contract County finance staff for joint litigation to recover State and County costs; coordinates with Emergency Response Billing Unit (ERBU) and Case Manager/Legal Staff when CCR, Agreement Reimbursement, and FMAG/FEMA programs intersect.
15%	*Supervises and oversees the CNR Agreement Reimbursement program and manages ARC package production and analysis. The HQ Department of Accounting (DAO) and ERBU have oversight for this program. *Responsible for producing the CNR's ARC portion for cost share and assistance by hire. *Coordinates with and provides direction to the Finance Section Chiefs (FSC) and Units on cost share agreements; cost apportionment; document coding, processing, collection and organization; and deadlines. *Ensures monthly Billable Inquiry is distributed to and received by the Units in a timely manner for the determination of billable incidents. *Ensures incidents are received, tracked, distributed, completed and submitted to ERBU for finalization within deadlines. *Acts as a liaison between ERBU and the Units in determining jurisdiction, applicable master and local operating agreements, billable status and party. *Prepare fiscal year-end reports for all outstanding billable incidents for HQ.
10%	*Supervises and oversees the CNR FMAG/FEMA program and manages ARC package production and analysis. DAO/ERBU and the HQ Deputy Chief of Cooperative Fire have oversight over this program. *Ensures Region's portion of the ARCs are processed and submitted to ERBU for completion to meet the strict reimbursement deadlines set by the Office of Emergency Services for all Disaster Declarations.
5%	*Provides direct supervision to five SSAs and two OTs who perform cost recovery functions for the CNR. *Responsible for Region ARCs including incident intake, continued tracking, organizing, processing, reconciling, auditing, and generating the cost summary with supporting reports, and custodian of records.
	*Performs as and oversees staff who performs as a FSC for law enforcement operations, directing proper accounting and purchasing procedures. *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:

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Employee Signature	Date	Supervisor Signature	Date
Personnel use only	<input type="checkbox"/> Posted to Directory	Initials and Date	