

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)	Working Title of Position Resource Management Administrative Unit Manager Division and/or Subdivision Resource Management		
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 541-720-4800-001 Effective Date 12/16/2021		
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
25%	<p>Under the general direction of the Deputy Director for Resource Management, the Resource Management Administrative Unit Manager plans, organizes, directs, and evaluates all administrative and business services within Resource Management Programs (Environmental Protection, Forest Improvements, Forest Practice Regulation, Forest Management, Vegetation Management, and Fire and the Resource Assessment Program (FRAP)) in Sacramento Headquarters (HQ). This includes all financial services (i.e. procurement, payment of invoices and purchase orders, FI\$CAL), contract administration, material management, and support of human resources functions.</p> <p><u>Budgeting and Accounting</u> *Consult and advise Sacramento Resource Management Program Managers on the most sensitive and complex matters regarding development of their budget expenditure plans in accordance with departmental policies and procedures, including personnel services, equipment, and travel. *Coordinate all activity between Sacramento HQ Resource Management programs and the budget office, including allocations, special augmentations, reimbursements, budget revisions, out of state travel and transfers of budget allocations. *Conduct regular analysis of program budgets, identify problem areas, develop and evaluate alternatives for handling budget deficits and surpluses, and prepare monthly reports to management including budget status and projections. *Ensure that fiscal policies and procedures are followed. *Coordinate mid-year and year-end accounting processes to provide projections and financial statement reporting as required by the State Administrative Manual (SAM). *Prepare end-of-year budget analysis and make recommendations to Resource Management Program Managers. *Develop and distribute month budget reports for Resource Management Programs.</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 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.			
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.

25% Supervision
 *Directly supervise staff performing budget development and monitoring, personnel management, purchasing, contracting, and other administrative and business services functions. *Provide workload direction, required training, ensure staff are following Departmental policy and program guidelines, and assign staff work including special projects. *Participate in hiring, prepare performance evaluations and administer performance management including preventative, corrective and disciplinary actions as necessary. *Responsible for annually updating duty statements, expectation memorandums, Individual Development Plans (IDP's) and probationary reports as necessary.

20% Contracts and Grants
 *Work with Program Managers and the Business Services Office to implement the most complex and sensitive contracts and interagency agreements for Resource Management programs in accordance with the SAM manual, funding source, and Department policies and procedures. *Work with Resource Management programs and the Grants Management Unit to implement state and federal grants in accordance with the SAM manual, funding source, and Department policies and procedures.

10% Human Resources
 *Responsible for monitoring positions within Resource Management Programs to ensure that positions are filled promptly and in accordance with departmental policy. *Work closely with Program Managers to support hiring. *Act as a consultant for hiring related situations, and act as a liaison between Resource Management and the Human Resources Office. *Ensure compliance with documentation and records retention schedules.

10% *Write policies and procedures that relate to Resource Management Administrative and Business Services duties. *Attend trainings and conferences that are job required, job related, or benefit the unit. Other job-related duties and special projects as assigned by management.

*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 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.

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

Posted to Directory

 Initials and Date