STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT

PO-199 (06/16)

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.

Working Title of Position	Forestry Logistics Officer I
Division and/or Subdivision	Nevada-Yuba-Placer Unit
Location of Headquarters	Auburn
Class Title of Position	Forestry Logistics Officer I
Position Number	541-216-1926-002
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.
	Under the direction of the Administrative Division Chief, the NEU Unit Forestry Logistics Officer I is responsible for planning, organizing and managing all of the logistical support operations of the CAL FIRE NEU Unit Service Center. Typical duties are as follows:
	* PURCHASING / WAREHOUSING
20%	*Performs the procurement, receipt, storage and issuance of fire line tools and equipment, State, County and Federal forms, office supplies and various special request and services used by the personnel within the Unit. *Purchases and stocks operating supplies for the Headquarters Compound and Unit Shop facilities.
20%	*Procurement requires the use of various forms including, but not limited to: Std- 65 Purchase Orders, Cal-Card (Visa), Std-204, CAL FIRE-301 Contract Request, Std-210 Short Form Contract for Services, Std-213 Agreement for Services, CAL FIRE-20 Contract Clause and Certification, CAL FIRE- 61 Emergency Equipment, CAL FIRE- 62 Emergency Aircraft, CAL FIRE- 93 Emergency Use Invoice, Std- 16 Contract Award Report, State Stores (Material Services), Prison Industry Authority, and State Price Schedules.
15%	*Remains current on State Purchasing Guidelines and Contracts throughout the Dept. of General Services. *Issuance of supplies must comply with Department procedures and State and Traffic Management procedures and regulations. *Storage of supplies involves securing and safely storing materials within the Unit Service Center to prevent pilferage or damage.
10%	*Evaluates demand for materials and vendor delivery. *Schedules to an inventory system which insures needed supplies are always available. *While performing these activities, maintains a good working / purchasing role with other local, state and federal agencies, private vendors, and other employees.
	*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 ☐ Posted to Directory

Initials and date

STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION
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PO-199 (06/16) - **PAGE 2**

Working Title of Position
Forestry Logistics Officer I

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
10%	*Receives material, checks and stocks supplies at the Unit Service Center and directs receipt to other locations as required. Provides packaging and shipping services for the Unit. *Complies with Departmental Procedures and State Traffic Management Procedures and Regulations when issuing supplies.
5%	Federal Supply Services Federal Excess Program Approver and Overseer of Unit Screeners as well as Local Government Purchaser, and Field Orders. Coordinate the inventory of accountable State and Federal Excess Personal Property inventories throughout the Unit. Arrange for the transfer and disposition of State and Federal Excess Personal Property through appropriate documentation and safe and legal transportation or disposal.
5%	Maintain records management information which includes property transaction documents, unit archives which include arrangements for proper destruction of records at the end of designated retention periods and upkeep/establishment of record keeping and filing system for Unit Service Center.
	EMERGENCY LOGISTICAL SUPPORT
5%	Will be required to obtain stake side certification specific to the Auburn Stake side upon employment. Will be required to drive a 1-ton Stake side off road on unimproved roads. Provides logistical support for fire, flood, earthquake, medical and other emergencies. *This support includes maintaining fire caches, emergency food rations, fire hose, and other fire equipment and ordering or directing the purchase and distribution of supplies and services as an emergency may require.
5%	Maintains a list of vendors (food/lodging,etc) for use during emergency operations. This includes evaluating potential facilities for emergency lodging and subsistence and executing contracts and agreements for these vendors.
5%	Responsible to develop and implement an expanded operation to support incident ordering. This includes the procurement of staff, communications, vehicles and supplies. This may require the temporary supervision and time keeping of pick-up labor.
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Job qualifications and/or conditions of employment:

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Employee Signature _____ Date _____ Supervisor Signature _____ Date _____

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STATE OF CALIFORNIA
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PO-199 (06/16) - **PAGE 3**

Working Title of Position
Forestry Logistics Officer I

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
	These activities require following appropriate State, County, and Incident Command System (ICS) procedures and policies. The following are ICS positions which are beneficial and may be required: Supply Unit Leader (SPUL), Ordering Manager (ORDM), Procurement Specialist (PROS), Technical Specialist (THSP), Motel Technical Specialist (MOTL), Receiving & Distribution Manager (RCDM), Cache Demob Specialist (CDSP), and Retrograde Leader (RETG). May be required to work extended shifts, weekends and holidays. *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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Employee Signature	Date	Supervisor Signature	Date

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