Working Title of Position
Unit Management Services Manager

Division and/or Subdivision
Southern Region-Tuolumne-Calaveras Unit

Location of Headquarters
San Andreas

Class Title of Position
Staff Service Manager I

Position Number
541-418-4800-001

Effective Date
July 1, 2022

Under the direction of the Assistant Chief - Administration, the Staff Services Manager I plans, organizes, directs, and manages the Management Services Section of the Tuolumne-Calaveras Unit. This is accomplished through direct supervision of Finance and Human Resources employees. Identifies issues of concern to the Unit and recommends plans for resolution. Duties include:

35% *Supervise the Unit's Management Services programs, including finance, personnel and associated functions. *Direct assigned staff in the areas of fiscal accountability/budgets, material management, procurement, personnel transactions, hiring, worker's compensation, and reasonable accommodations.

25% *Assess training needs of assigned staff, establish goals and objectives, and ensure staff receive necessary training. *Ensure assigned staff comply with applicable laws, rules and regulations. *Work closely with Region Management to assist with implementation of Department-wide policies, procedures and programs. *Ensure that policies and procedures are uniformly implemented and applied throughout the Unit. *Actively participate in the accomplishment of these goals and needs, using team-based project management tools, techniques, and principles.

20% *As needed advise and provide consultation to Unit Management and Region Management on a range of highly sensitive and complex issues, using sound management practices. *Develop and maintain cooperative working relationships with all levels of internal staff and external stakeholders as well as cooperators. *Assist and provide direction to Unit employees on fiscal, personnel, and other related matters.

*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:
This position may be subject to working weekends, holidays, and at night. This position may require state-wide and local travel, including overnight stays.

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature Date Supervisor Signature Date

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**Percentage of Time Required**

<table>
<thead>
<tr>
<th>Percentage of Time Required</th>
<th>Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.</th>
</tr>
</thead>
<tbody>
<tr>
<td>10%</td>
<td>*Manages the Units Workers Compensation program, modified work agreements and communicates to Personnel Specialists and Region Staff. Provides management reports, for use in hiring plans or identifying potential displacements. Independently responsible for managing position control for permanent, limited-term and seasonal employees for a Unit ranging approx. 450-500 positions and provide recommendations to Unit management for adjusting Unit staffing levels in accordance with operational needs and the Local Government Contracts and CAL FIRE Blue Book Allocations. *Coordinate and participate as a panel member when needed in the Interview process of candidates.</td>
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<tr>
<td>5%</td>
<td>*Research, compile, audit and reconcile Schedule A Contract AO-17's as required.</td>
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<tr>
<td>5%</td>
<td>Other duties as required.</td>
</tr>
</tbody>
</table>

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**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 | **Initals and Date**