**In the Department of Forestry and Fire Protection's (CAL FIRE) Technical Services Unit’s the Staff Services Manager I (SSMI), works under the general direction of the Staff Services Manager II (Supervisory). The SSMI will plan, organize, and direct the day to day work of support staff and analysts in the administration and control of Public Works contracts management, procurement, and policy and procedure development. The incumbent will provide direction, guidance, and oversight of these programs and will assist in developing and managing detailed work plans. Duties and responsibilities include, but are not limited to the following:**

*Provide oversite, technical expertise, review, and approval to subordinate staff in the development, preparation, and presentation of contracting, and procurement processes and documents. The incumbent will plan and assign workload, review work, and provide training to subordinate staff in Technical Services Public Works contracts and procurement, and policy and procedure development.*  

*Direct and coordinate subordinate staff in the development and preparation of annual contracting and procurement reporting.*

*Plan and assign workload, evaluate work performance, and establish priorities; and provide training to subordinate staff in the preparation and management of the Department’s Major and Minor Capital Outlay contracts, Deferred Maintenance contracts, and Special Repairs contracts; review and provide feedback to subordinate staff on assignments, ensuring proper and timely completion.*

*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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**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
**Working Title of Position**
Staff Services Manager I

<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>15%</td>
<td>*Represent the Technical Services Unit at various administrative committees and provide contracting and procurement expertise to program and administrative staff completing projects and/or activities for those committees. Provide technical expertise to budget and accounting staff related to Financial Information System for California (FI$CAL).</td>
</tr>
<tr>
<td>15%</td>
<td>*Provide personnel management with respect to hiring, training, employee performance, employee recognition, and other related areas of supervision to ensure a productive and cohesive work environment. *Continuously build and maintain effective communication and working relationships throughout the department.</td>
</tr>
<tr>
<td>5%</td>
<td>*Other job related duties and special projects as assigned.</td>
</tr>
</tbody>
</table>

**Desirable Qualifications:**
- Bachelor’s Degree in related field
- Advanced Degree in related field
- Public sector procurement experience

*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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</tr>
</thead>
</table>

**Personnel use only**
- [ ] Posted to Directory
- Initials and Date