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.

Percentage of Time Required

Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

30%

*Act as the lead for the Wildfire and Forest Resilience (WFR) Task Force to enact environmental health and natural resources management solutions. *Align with work requirements of State Coordinator of the Governor’s WFR Task Force. *Recommend WFR organizational structure, workgroup lead assignments, and deliverables schedule. *Strategize and recommend working group roles to appropriate staff at external state and federal departments and agencies. *Direct state agencies and departments based on WFR Director’s guidance. *Draft communications and work requests for WFR Director. *Strategize with State Coordinator and Director of WFR regarding performance of working groups as it relates to Director’s vision and intent. *Supervise and complete the most complex guidance on coordinating WFR with related policies such as California Air Resources Board 2030 Climate Change Scoping Plan and Natural Resources Agency Biodiversity and Climate Initiative. *Supervise maintenance of organizational documents. *Deliver regular progress reports to WFR Director and the CAL FIRE Deputy Director for Resource Management.

20%

*Supervise and complete most complex tasks related to coordination of WFR Task Force workgroups and quarterly meetings. *Supervise monitoring of work group meetings to guide groups to appropriate implementation of Action Plan, ensure best management practices are integrated into actions, and communicate progress and insights to WFR Director. *Review analysis of work group performance against the WFR Task Force Charter, Action Plan, subsequent strategies and tracker. *Recommend efficiencies across work group leads. *Supervise analysis of progress across work groups and plan agenda topics and presenters for impactful public quarterly WFR meetings. *Supervise and train support staff on task force data collection, analysis, and reporting.

*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.”

<table>
<thead>
<tr>
<th>Employee Signature</th>
<th>Date</th>
<th>Supervisor Signature</th>
<th>Date</th>
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Personnel use only

☐ Posted to Directory

Initals and date
### Working Title of Position
Wildfire and Forest Resilience Task Force Supervisor

<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>
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<tbody>
<tr>
<td>20%</td>
<td>*Support administrative functions including input on program budgets, contracts, interagency agreements, and grants. *Develop program handbook and update annually. *Develop and maintain relationships with highly specialized subject matter experts serving on the WFR Task Force. *Oversee the expenditure of funds, development of contracts, and cooperative sharing of resources with other federal and state agencies and the private sector. *Direct work of professional staff as needed. *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. *Update expectations, duty statements, expectation memorandums, Individual Development Plans, and submit training needs annually, and update probationary reports as necessary.</td>
</tr>
<tr>
<td>15%</td>
<td>*Serve as the Department's subject matter expert on WFR Task Force initiatives, responsibilities, progress, successes, status, or other relevant information that may be requested by CAL FIRE leadership. *Serve on inter-agency committees and working groups, present at public meetings, and advise CAL FIRE executives. *Assist with bill analysis and respond to media requests as needed through email or writing.</td>
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<td>10%</td>
<td>*Complete special assignments as needed to support Climate and Energy. Implement one-time contracts in support of Climate and Energy programs. *Consult with the Business Services Office Grants Management Unit to implement eCivis for Forest Health tracking.</td>
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<td>5%</td>
<td>Other job-related duties as assigned, in accordance with the class specification. May include assignments on non-fireline wildfire incidents or other natural disasters related to climate change impacts.</td>
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