STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION
POSIX 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%

Under the direction of the Telecommunications Systems Manager I (TSM-I), the Information Technology Associate (TSA) performs the following duties and responsibilities:

*Responsible for maintenance of telecommunication systems at one or more Department of Forestry and Fire Protection (CAL FIRE) Headquarter, and regional field sites. *Manage and coordinate CAL FIRE telecommunication systems project activities. *Will support various systems, but not limited to VHF radio systems, State Microwave systems, VoIP phone systems, PBX phone systems, low voltage cabling infrastructure, network server equipment, and personal computer (PC) equipment. *Perform the installation of Microsoft Windows operating system (OS) and CAL FIRE-approved software and hardware. *Perform a variety of administration activities in support of CAL FIRE’s IT environment, including system administration of user and system accounts, security groups/roles in Active Directory, NT File System (NTFS) folder permissions on local file servers and maintains printers on local print server.

30%

*Manage a high degree of coordination with Public Safety Communications (PSC) engineering and field staff, as well as develop/maintain a strong liaison and support relationship with regional CAL FIRE units and Emergency Command Center (ECC) staff. *Work collaboratively with unit IT field coordinators in an IT/Telecommunications capacity. *Managing voice and data systems tasks across multiple layers of the OSI model. *Consistently maintain an IT/Telecommunications cross disciplinary background. *This role will be responsible for managing project documentation to include but not limited to CAL FIRE documents for telecommunications goods purchases, telecommunications services ordering, telecommunications equipment transfers, as well as interagency documentation for radio systems implementations, maintenance, and repair.

*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: Employee must have a valid California driver’s license. Driver’s license must be with employee at any time while using a state-owned vehicle. With or without a reasonable accommodation, lifting and transportation of equipment up to 40 pounds is required. Minimum 75% travel required.

"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 Information Technology Associate
Division and/or Subdivision Information Technology / Telecommunications
Location of Headquarters Sacramento
Class Title of Position Information Technology Associate
Position Number 541-021-1401-042
Effective Date August 2022
## Working Title of Position

Information Technology Associate

### 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>*Coordinate and assist CAL FIRE Telecommunications team with asset inventory activities using an approved inventory system. *This includes but is not limited to updating inventory for mobile radios, portable radios, mobile repeaters, and fixed station radios.</td>
</tr>
<tr>
<td>10%</td>
<td>*Perform a variety of analytical and administration activities in support of end users, including hardware and software server configuration, phone support, and remote troubleshooting. *Effectively communicate technical information to non-technical users. Provide constructive and professional training on various hardware and software products used by customers. Coordinates problem resolution and escalates issues as needed to peers, leads, HelpDesk, supervisors, or managers.</td>
</tr>
<tr>
<td>10%</td>
<td>*Perform logistics management and 3rd party vendor management of IT products and installations. Offer insight on technical solutions for the customer’s business needs. *Assists in the coordination and performs, if needed, network/server maintenance, cable pulls, and specific large-scale software and hardware installations.</td>
</tr>
<tr>
<td>5%</td>
<td>*Responsible for responding to frequency requests using the Incident Command System (ICS) framework. *Maintain and follow frequency management policy and procedures while supporting Incident Management Teams (IMT), CAL FIRE Geographic Area Coordination Centers (GACC), Communications Leaders (COML), and ECC Initial Attack (IA) staff. *Develop and grow knowledge base, as well as a working relationship with the National Interagency Fire Center (NIFC). *Coordinate NIFC starter kits and other assets ordering for all statewide incidents. Maintain membership of Mobile Communications Center (MCC) Cadre. *Attend and graduate annual MCC course within first year of hire.</td>
</tr>
<tr>
<td>5%</td>
<td>*Other duties as assigned.</td>
</tr>
</tbody>
</table>

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