**STATE OF CALIFORNIA**  
**DEPARTMENT OF FORESTRY AND FIRE PROTECTION**  
**POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT**  
PO-199 (06/16)

**Working Title of Position**  
Secretary

**Division and/or Subdivision**  
Fiscal Services

**Location of Headquarters**  
Budget Office

**Class Title of Position**  
Secretary

**Position Number**  
541-024-1176-002

**Effective Date**  
July 1, 2022

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**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.

<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>40%</td>
<td>Under general direction of the Chief of Budgets, the incumbent is responsible for a variety of administrative work. These duties and responsibilities require research skills, initiative, and good judgment. Duties include:</td>
</tr>
<tr>
<td></td>
<td>*Provide clerical support for Division staff; create and prepare internal and external correspondences for the office with accuracy and confidentiality; maintain office and server files; develop and maintain filing systems for the office; edit grammatical errors on documents. Schedule meetings, trainings, travel accommodations, etc. for Division staff.</td>
</tr>
<tr>
<td>30%</td>
<td>*Perform less complex technical work and data entry; review data for errors; uphold records management (digital and non-digital).</td>
</tr>
<tr>
<td>15%</td>
<td>*Assist Division staff in the development of budget materials and analysis.</td>
</tr>
<tr>
<td>10%</td>
<td>*Assist with special projects including Budget Change Proposals, annual Budget Operations, etc.</td>
</tr>
<tr>
<td>5%</td>
<td>Other job-related duties as required.</td>
</tr>
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*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."

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**Employee Signature**        **Date**                  **Supervisor Signature**        **Date**

Personnel use only  □ Posted to Directory

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

Desirable qualifications:
Must be proficient in Microsoft Word, Excel, and PowerPoint.

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