

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)		Working Title of Position <b>FI\$Cal Incident Support Manager</b>	
		Division and/or Subdivision <b>Fiscal Services/Business Services Office</b>	
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.		Location of Headquarters <b>West Sacramento</b>	
		Class Title of Position <b>Staff Services Manager I (SSMI)</b>	
		Position Number <b>541-036-4800-006</b>	
		Effective Date <b>July 2025</b>	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
45%	<p><u>Job Summary:</u></p> <p>Under the general direction of the Staff Services Manager II (SSMII), the Staff Services Manager I (SSMI) is responsible for managing and directing the staff in the Financial Information System for California (FI\$Cal) Incident Support section of the Business Services Office (BSO), as it relates to the Incident Management Teams (IMT). The FI\$Cal Incident Support Manager is primarily responsible for, but not limited to, oversight and management of procurement processing activities in coordination with IMT activations at wildland fire emergency incidents. This position requires the ability to work in a fast-paced environment. Specific duties include, but are not limited to:</p> <p>*Ensure departmental compliance with terms and conditions of Department of General Services (DGS) Procurement Division's Purchasing Authority Management's Delegated Purchasing Authority Program as well as compliance with State Controller's Office (SCO) payment requirements. *Ensure compliance with State Contract Manual (SCM), Public Resource Code (PRC), Government Code (GC), State Administrative Manual (SAM), and other contract, procurement, and government finance law. *Responsible for directing, planning, organizing, and managing payment documents for all applicable requirements upon entry to the FI\$Cal system, determining the purchase's appropriateness and documentation submitted. *Direct staff working within FI\$Cal system to identify Budget Appropriation meets the obligation of purchase documents before payment processing. *Represent the department with control agencies and provide consultation to departmental staff statewide related to State procurement and payment policies and procedures, including CAL-Card (P-Card).</p> <p>*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.</p>		
<b>Equal Employment Opportunity (EEO) Statement:</b> 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: (See page 2)			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only <input type="checkbox"/> Posted to Directory			
_____ Initials and date			

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

40%

**Continued**

\*Use various online, electronic, and hard-copy resources, research, and respond to departmental staff queries on all aspects of appropriate procurement and CAL-Card (P-Card) policies and procedures.

\*Determine priorities and assign resources to staff in coordination with IMT activations. \*Independently research and provide recommendations related to sensitive departmental procurement issues and/or prepare special reports as requested through the FI\$Cal system for procurement, contracts, asset management, and budgeting needs as they relate to IMT activations and incident procurement. \*Oversee the auditing and program review functions to evaluate and review acquisition-related processes, documents, and training to ensure compliance with control agency rules and regulations as well as departmental policies and procedures. \*In coordination with the SSMII, develop and implement policies, processes, and procedures to streamline and improve efficiencies within assigned programmatic functions. \*Develop and revise resources (as necessary), including but not limited to: the 2600 Procurement Handbook, Certified Purchaser, and Processing Financial Documents training material as they relate to FI\$Cal requirements and processes. Oversee the development of Incident Procurement training for the Department.

10%

\*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. \*May participate in task groups, stakeholder groups, and other departmental cadres.

5%

Other job-related duties as assigned.

**Desirable Qualifications:**

- Experience working in the public sector
- Bachelor's Degree in related field
- Advanced degree in related field

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Job qualifications and/or conditions of employment: **This position is often required to work more than 40 hours per week during fire season. This position requires the incumbent to travel 20% of the time with the potential for overnight stays.**

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

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

**Personnel use only**

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\_\_\_\_\_  
Initials and Date