

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Unit Finance Manager	
		Division and/or Subdivision Southern Region	
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 San Luis Obispo	
		Class Title of Position Staff Services Manager !	
		Position Number 541-316-4800-002	
		Effective Date 08/01/2025	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
45%	Under the direction of the Assistant Chief W/Differential - Administration, the Staff Services Manager I plans, organizes, directs, and manages the State Finance Section of the San Luis Obispo Unit. This is accomplished through direct supervision of Finance employees. Identifies issues of concern to the Unit and recommends plans for resolution. Duties include but not limited to: *Supervises, directs and provides leadership to the SLU State Finance staff. *Oversees a wide range of financial processes including timely and accurate payment of vendors, employee's travel reimbursements, FI\$CAL, FC-42 payments, and other charges against State programs. *Review, approve and sign pay documents and/or revolving fund checks. *Learn and maintain proficiency in State financial accounting systems, software and processes. *Work closely in cooperation with State and Local Agency budget analysts and finance staff. *Plan, organize and direct year-end procedures. *Assist with the preparation of contracts and agreements with outside suppliers, service providers, leasing agents and others. *Monitor existing processes to ensure efficiency and cost- effectiveness.		
40%	*Direct and manage the Unit's State annual budget, which includes analysis and estimates of expenditures, projections of revenue. *Work cooperatively with department management staff. *Provide approval and reconciliation of Fi\$Cal transactions. *Assist with creating and implementing training to field employees regarding Purchase Orders, Fi\$Cal transactions and budgetary needs. *Works in conjunction with County Finance to develop and oversee Schedule C budget management. *Provide support and backup to County Finance SSMI.		
15%	*Assist in the management of the Unit Finance by evaluating and updating Unit policies and procedures, as necessary, and submitting for Unit Management approval. *Represent the department on committees and working groups related to Finance. Other duties as assigned.		
*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: This position is subject to working on weekends, holidays, and at night. This position requires state-wide and local travel, including 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 <input type="checkbox"/> Posted to Directory		Initials and date _____	