

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Logistics Supervisor	
		Division and/or Subdivision Southern Region Headquarters	
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 Riverside	
		Class Title of Position Business Service Officer I (Supervisor)	
		Position Number 541-401-4722-002	
		Effective Date 04/03/2025	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
40%	Under the general supervision of the Staff Services Manager I, the Business Service Officer I (Supervisor) has responsibility for procurement and logistics throughout the Southern Region. The incumbent will perform the following duties: *Oversee Southern Region warehouses for the Southern Region Fresno and Riverside offices, which entails procurement, receiving, disbursement and maintaining inventory of all Personal Protective Equipment and other goods. *Supervise, assign, and review the work of Forestry Logistics Officer's within the Southern Region Fresno and Riverside offices. *Ensure compliance with allocations, rules, regulations, and guidelines. *Represent the Southern Region on statewide committees on issues regarding procurement and logistics. *Advise Region Management and Unit Management on all matters related to procurement. *Work closely with Northern Region and Sacramento staff to develop and improve procurement procedures. *Recommend, develop, and implement changes in business processes to maintain accurate and timely transactions.		
40%	*Assist Units with their logistics sections when needed. *Act as primary logistics contact for the 9 Operational Units within Southern Region and perform the most complex work as it relates to procurement and logistics support. *Act as a liaison between Sacramento and Unit staff in all areas dealing with procurement and logistics. *Advise Units on newly implemented procurement and logistics procedures. *Develop, coordinate, and conduct region wide training for Unit and Region staff in matters related to procurement and logistics. *Travel to Units to provide training. *Make recommendations for correcting deficiencies.		
20%	*Obtain and maintain qualifications to participate in Retrograde and other incident assignments. *Take inventory of excess properties at the closure of an incident and allocate or redirect property per department policies and priorities. *Coordinate and train personnel on retrograde processes. 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 requires extensive travel to various locations throughout California, as well as working on nights, weekends, and holidays as needed.			
"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 _____	

Percentage of Time
Required

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Job qualifications and/or conditions of employment: **May be required to work nights, weekends, holidays and overnight travel to remote locations. Individuals may travel throughout the State for extended periods.**

"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