

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>Assistant Manager - CNR Management Services</b>	
		Division and/or Subdivision <b>Northern Region</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>Santa Rosa/Redding</b>	
		Class Title of Position <b>Staff Services Manager II (Supervisory)</b>	
		Position Number <b>541-101-4801-XXX</b>	
		Effective Date	
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>           Under the direction of the Staff Services Manager III (SSM III), the Staff Services Manager II (Supervisory) (SSM II) oversees the Northern Region Personnel Transactions. This is accomplished through supervision of assigned staff and through close coordination with field Administrative Officers (Assistant Chiefs) at twelve (12) Units, program managers at Headquarters as well as counterparts in the Southern Region. The incumbent identifies issues of concern to the Department, recommends plans for resolutions, and works in conjunction with Department Headquarters and Field Unit staff on matters of policy and administrative procedures.         </p> <p>           *Provide leadership and guidance to Field Administrative Officers, managers and staff engaged in performing work related to Management Services functions, including, but not limited to all aspects of Personnel Transactions and Policy/Procedure review and recommendations for Policy/Procedure development. *Collaborate in developing and communicating the Northern Regions, and the Department's goals and objectives, review and evaluate the performance against those goals, and modify them as necessary. *Meet established deadlines, monitor workload trends, and acquire and allocate resources accordingly. *Keep management apprised of critical issues and problems. *Ensure delivery of high-quality and timely services to stakeholders; take proactive steps to avoid potential issues and identify and recommend options and solutions to resolve issues. *Ensure compliance and adherence to internal procedures, State policies, State and Federal laws and Policies and Procedures directed from Sacramento Headquarters. *Resolve the most complex issues which may have major organizational impact. *Provide consultation and guidance to the SSM III, Region Chief and Assistant Region Chief(s) on a range of highly sensitive and complex issues, using sound management practices. *Work closely with various Departmental program managers to ensure consistent applications of policy, procedures, regulations and statutes throughout the Northern Region. *Ensure that Management Services policies and procedures are uniformly implemented and applied throughout the Northern Region. *Coordinate with Northern Region Unit Administrative Officers and Region Program staff through memo, email, voice and weekly conference calls and briefings on current issues.         </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: <b>This position is subject to working on weekends, holidays, and at night. This position requires state-wide and local travel, including overnight stays.</b>			
"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 _____	

Working Title of Position  
**Assistant Manager - CNR Management Services**

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

20%	<p>*Develop and maintain cooperative working relationships with all levels of internal staff and external stakeholders. *Meet regularly with subordinate managers to discuss workload issues, staff performance, and individual development needs/career goals to ensure workloads and resource needs are addressed timely. *Perform supervisory functions for interviewing and hiring staff to ensure California Department of Human Resources Best Hiring Practices are followed. *Provide subordinate managers with workload priorities, monitor progress, and adjust priorities as needed, to meet established workload deadlines. *Analyze data provided by subordinate staff to resolve workload issues, data reporting problems, to evaluate alternatives and make recommendations to senior management. *Provide senior management with regular reporting on workloads and outstanding projects both orally and in writing to ensure Department expectations are being met.</p>
15%	<p>*Plan, organize, direct and provide managerial review of the work performed by assigned staff. *Provide regular and timely written performance appraisals for staff. Counsels staff and initiates disciplinary actions as necessary. *Recruit, hire, train, develop and provide leadership to staff. *Comply with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including, but not limited to hiring, employee development and management. *Identify appropriate long-range plans and goals to address succession planning and knowledge transfer. *Review assignments and work products to ensure they meet the goals. *Direct and ensure completion of projects.</p>
15%	<p>*Act on behalf of the SSM III in his/her absence; inform management team of pertinent issues and work cooperatively to obtain resolution as necessary; represent the Region on special projects and work groups; make presentations to upper management; represent the Region on Statewide committees and workgroups; facilitate and deliver training. *Maintain a working knowledge of applicable Memorandums of Understanding. *Consult with Sacramento Headquarters programs on how to apply policy and procedure on subjects related to, but not limited to; Equal Employment Opportunity, Labor Relations, Classification and Pay, Legal and Exams. *Refer issues to the appropriate program, as needed.</p>
5%	<p>Other job-related duties as assigned, in accordance with the class specification.</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>

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Employee Signature	Date	Supervisor Signature	Date
Personnel use only	<input type="checkbox"/> Posted to Directory	Initials and Date	