

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Forestry Logistics Officer I	
		Division and/or Subdivision Shasta-Trinity Unit	
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 Redding	
		Class Title of Position Forestry Logistics Officer I	
		Position Number 541-213-1926-500	
		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.		
25%	Under the supervision of the Unit Administrative Division Chief, the Forestry Logistics Officer I (FLO I) will perform a variety of procurement services described below for the Shasta-Trinity Unit. *Makes purchases and procures all items for State use in compliance with contracts, CALFIRE policies, State laws, rules, and regulations, and Price Schedules using various methods such as: the Financial Information System for California (FI\$CAL), Purchase Estimates, Procurement Card (P-card), and Printing Estimates. *Places orders with Prison Industry Authority (PIA) and General Services Administration (GSA) as well as other vendors. *Uses Material Requisition or Transfer (MRT's) when purchasing items from other Units.		
20%	*During Emergency Incidents, support the incident by making purchases in compliance with rules and regulations. *Maintains supply lines between the incident and vendors. *Retrogrades at close of incident and places items into the inventory. *In addition to going to incidents, returns base incident equipment to headquarters, restocks, and cleans in a timely manner to be ready for the next incident. Keeps accurate inventory of all safety gear and issues it to all State Fire personnel and volunteer companies within the Unit.		
15%	*Operates as the Property Manager for the State and Federal Excess equipment and keeps accountable property records on the items. *Ensures the records are kept up to date and in the computer system. *Maintains inventory of all properties on a regular schedule. *Provides proper disposal of property with records and sales coordinated.		
15%	*Works with the Shasta County Schedule C Parts Storekeeper assigned to the warehouse. Provides supplies and logistical support to the Shasta County Fire Department in their absence. *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: See page 2.			
"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

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

15%

*Maintains Agreements for the Rural Community Fire Protection Program when the volunteer companies wish to utilize the property from the Federal Excess Program for community service. Keeps a current inventory on the property and provides proper channels for disposal of Federal property. Assists with the coordination of the annual County Ancillary Equipment purchases and delivery to various companies.

5%

*Places fuel orders for Headquarters fuel tanks, updates fuel logs, and maintains the gashouse including supplies.

5%

*Assists the Administrative Officer in the purchase of all State and County Property and equipment each year. *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.

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Job qualifications and/or conditions of employment: Requires a two-year commitment. May be required to work nights, weekends and holidays. A medical examination shall be conducted to verify the absence of any medical condition which would preclude the safe and efficient performance of assigned duties. Persons unsuccessful in the medical exam cannot be appointed.

"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