

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Executive Support and Special Projects Specialist
		Division and/or Subdivision Human Resource Management
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 West Sacramento
		Class Title of Position Staff Services Manager I (Specialist)
		Position Number 541-031-4800-XXX
		Effective Date October 1, 2025
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.	
30%	Under the general direction of the Assistant Deputy Director (ADD), Human Resource Management (HRM), the Staff Services Manager I (Specialist) (SSM I (S)) performs a variety of duties designed to assist in the relief of administrative tasks with a high degree of responsibility and attention to detail while maintaining composure, good judgment, and confidentiality. The incumbent supports the overall Department and Branch missions, goals, and objectives and performs duties as necessary to provide for better delivery of program services.	
25%	Plans, organizes, and schedules various meeting requests, conferences, and events for the ADD and his/her designee. Prepares, coordinates, and is responsible for ensuring the ADD has all available material for meetings, briefings, and speaking engagements. Manages administrative projects and activities, department wide, at the Executive level. Proposes recommendations of major consequence relating to policy or administrative action. Develops and maintains tracking mechanisms for items requiring approval or action of the ADD. Coordinates, assists, and independently responds to requests and assignments from managers as well as local, state, federal, and international government officials. Provides responses on behalf of the ADD on assignments and requests and fields requests from staff. Reviews documentation submitted to the ADD for accuracy and best course of action.	
25%	Coordinates all correspondence processed through the ADD. Responsible for proofreading all documents and coordinating with Program staff on necessary edits. Monitors folders and correspondence to ensure internal deadlines take executive processing into account. Identifies sensitive documents and flags for Executive review to ensure timely and priority processing. Researches, analyzes, and implements a variety of administratively driven special projects related to HRM business processes while ensuring compliance with laws, regulations, and policies.	
15%	Assembles data, composes, reviews, and generates issue papers, briefing documents, reports, and correspondence upon which the ADD can base decisions. Independently responds to customer inquiries by e-mail, phone, or walk-in. Maintains effective working relationships with executives and official representatives. Serves as project manager on certain projects and program assignments, coordinating with the Branch units on assignments and deadlines. Notifies and trains Branch staff of changes to administrative policies.	
5%	Assists the ADD with personnel functions including hiring and appointment packages. Tracks performance reports, updates and maintains Branch organizational charts and vacancy reports, and assists with onboarding new staff. Coordinates and oversees specific monthly and quarterly meetings for Executives, Supervisors and Managers.	
	Completes required trainings and performs other related duties as needed. Provides backup support to Executive leadership and Branch management as needed. The incumbent will perform other job-related duties as required to fulfill the CAL FIRE mission, goals and objectives.	
	*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 may travel up to 5% of the time. This travel may be local or statewide and may involve 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

☐ Posted to Directory

Initials and date