

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Administrative Branch Director	
		Division and/or Subdivision Management Services	
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 Sacramento	
		Class Title of Position Staff Services Manager III	
		Position Number 541-003-4802-XXX	
		Effective Date October 2025	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
35%	Under the general direction of the Director of Management Services, the Staff Services Manager III serves as the Administrative Branch Director for the Department of Forestry and Fire Protection's (CAL FIRE) Management Services Division, providing executive leadership and strategic direction. This position is responsible for overseeing the most sensitive, complex, and high-impact administrative functions within CAL FIRE Sacramento Headquarters. Responsibilities include, but are not limited to, the following: *Plan, organize and direct the operations of multiple administrative functions, including financial management, human resources, procurement, contracting, facility operations, and customer service. *Supervise subordinate managers and multi-disciplinary professional and technical staff, ensuring alignment with department priorities, CAL FIRE policies, and state/federal regulations. *Represent Assistant Deputy Directors in high-level meetings related to fiscal policy, hiring and staffing, labor relations, and sensitive personnel matters. *Provide authoritative consultation on complex or sensitive issues requiring resolution across multiple business units or departments.		
25%	*Provide leadership and oversight of complex program budgets and special funds by supervising managers responsible for high-level financial operations, including forecasting, expenditure tracking, and reconciliation of labor costs across multiple programs. *Lead the development and implementation of departmental fiscal policies, procedures, and standardized practices to ensure compliance, consistency, and efficiency. *Provide high-level consultation to executive leadership on financial sustainability, operational efficiencies, and long-term program viability.		
*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 encounter 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 ☐ 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.
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15%	*Oversee internal hiring processes to ensure compliance with departmental and state policies. *Provide expert consultation on performance management, organizational structure, and disciplinary matters. *Advise management on corrective actions and ensure consistency with HR policies and labor agreements. *Direct initiatives for staff development, mentoring, and succession planning to support long-term workforce capacity.
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10%	*Foster and maintain collaborative relationships with CAL FIRE leadership, control agencies, and other state departments. *Manage a high-performing support team and provide regular executive-level briefings to Assistant Deputy Directors and Executive Management on key administrative issues. *Collaborate with Human Resources, Professional Standards Program, Legal, and Equal Employment Opportunity on sensitive disciplinary actions.
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10%	*Oversee the development, review, and implementation of Budget Change Proposals (BCPs), including fiscal analysis and reconciliation of proposed allocations. *Ensure proper retention and management of all BCP documentation to support historical reference, audit readiness, and future budget planning.
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5%	*Provide direct support to Executive on various assignments and projects. Additional job-related duties as required.
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Job qualifications and/or conditions of employment: **Travel may be required up to 15% of the time and may require 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