

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position <u>Finance Manager</u>	
		Division and/or Subdivision <u>Mendocino Unit</u>	
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 <u>Willits Howard Forest HQ</u>	
		Class Title of Position <u>Staff Services Manager I</u>	
		Position Number <u>541-113-4800-XXX</u>	
		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.		
40%	<u>Under the direction of the Deputy Chief - Administration (AO), the Finance Manager is responsible for planning, organizing, directing, and supervising the Unit's finance staff. The SSMI serves as the advisor to Unit Management on matters related to finance and budgets.</u> <u>FINANCE DUTIES</u> <u>*Acts as the Unit liaison to Region Management Services on all issues related to finance.</u> <u>*Provides technical expertise and counsel to finance and budget staff as well as Unit management. *Acts as the Unit's budget manager. Makes recommendations to Unit AO and Unit Chief (UC) on fiscal decisions and impacts. *Oversees the processing of vendor pay documents for the Unit. *Ensures procurement documents adhere to procurement rules and standards and are coded against the appropriate fund source. Keeps abreast of ever-changing policies and procedures applicable to all areas under this position *Prepares complex budget reports for region management and Department Headquarters. Oversees the writing and updates for Unit contracts as necessary. Ensures employees in all programs are completing assigned finance duties in a timely manner to meet various deadlines. Works closely with Region Management to assist with implementation of Department-wide policies, procedures, and programs. Ensures that policies and procedures are uniformly implemented and applied throughout the Unit. Actively participates in the accomplishment of these goals and needs, using team-based project management tools, techniques, and principles. *Responds to audits, reviews, and inquiries by compiling documentation, explaining processes, and implementing corrective actions when necessary. *Provides technical expertise on the preparation of Schedule A contracts. Oversees schedule A contract billing (AO-17s). *Completes monthly Office of the State Fire Marshal (OSFM), Fire & Life Safety charges spreadsheet, and the monthly Labor Reconciliation Budget Error report. *Oversees mid-year and year-end financial duties and acts as a liaison between the Unit Region and Department Accounting Office (DAO). *Ensures monthly fuel consumption reports are completed in a timely manner.</u> *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: <u>See page 2.</u>			
"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 _____	

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16) - PAGE 2		Working Title of Position Finance Manager	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
30%	<u>Continued</u> *Coordinates and manages Unit contract requests in collaboration with program managers, Tech Services, and the Business Services Office, ensuring scopes of work are accurate, budget coding is correct, and all requirements comply with applicable rules and regulations. *Oversees Unit incident-related financial operations, ensuring accurate processing of hired vendor invoices and Assistant by Hire (ABH) payroll documentation. Verifies that all incident-related expenditures comply with applicable rules and regulations and are submitted for payment within established timeframes.		
20%	<u>SUPERVISORY DUTIES</u> *Directly supervises the finance Staff Service Analysts (SSA) and the Finance Associate Government Program Analyst (AGPA). *Prepares Performance Appraisal Summaries, Probationary reports and Individual Development Plans (IDP) for direct reports and serves as mentor for unit personnel for finance processes. *Assesses the training needs of assigned staff, establishes goals and objectives for Unit Finance, and ensures staff receives necessary training. Ensures that assigned staff comply with applicable laws, rules, and regulations. *Audits monthly timesheets and tracks probation reporting.		
5%	<u>SHAREPOINT DUTIES</u> *Oversees, maintains, and updates the Unit SharePoint web page. *Ensures all links and drop boxes are operable. *Ensures current information is uploaded and accessible. *Oversees that all yearly financial tracking documents; document logs, fuel sheets, and meal sheets are created and transferred into the appropriate program pages at fiscal year end and calendar year end. *Serves as subject matter expert and provides SharePoint training for employees.		
5%	<u>COOPERATION/LIASION</u> Attends meetings such as Unit Leadership Team and Chief Officer meetings. Can participate on committees, training cadres, working groups as appropriate. *This position is eligible for out-of-unit assignments.		
	<u>MISC DUTIES</u> *Participates on interview panels as needed. Performs other duties as required.		
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Job qualifications and/or conditions of employment: May be required to work nights, weekends, and holidays to complete duties. This position may require state-wide and local travel including 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	