

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position State Grants Manager	
		Division and/or Subdivision Fiscal Services BSO - Grants Management 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 West Sacramento	
		Class Title of Position Staff Services Manager I	
		Position Number 541-028-4800-015	
		Effective Date November 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.		
40%	Under the general direction of the Staff Services Manager II, the Staff Services Manager I manages the State Grants Section within the Grants Management Unit. Responsibilities include performance of a wide variety of fiscal, management, and staff services functions, including supervision of personnel, budget, unit analysis, program evaluation, statewide training, planning and policy analysis and formulation. Duties include but are not limited to: *Manage, coordinate and provide guidance for the grants process with program managers statewide. *Conducts research studies and development of grant process; prepares related issue papers; prepares correspondence. Updates departmental policies, agreement terms and guidelines in compliance with State Regulations. *Personally conduct specialized studies and activities which are sensitive, complex, or confidential.		
20%	*Oversight of grant administration for CAL FIRE appropriated grants including planning, organizing, and preparation of grant agreements, ensuring consistency and compliance with the granting process, applicable policies and regulations. *Personally respond to complex or sensitive grant administration issues.		
20%	*Responsible for the planning and directing of work activities for the grants staff that are directly responsible for the administration of grant-funded projects. *This includes staff assignments, monitoring progress, providing necessary guidance and direction for completion of assigned tasks, and the development of staff. *Completing probationary and annual performance appraisals on all subordinate staff and initiate corrective action as needed. *Review staff work for content and accuracy.		
*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:			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only <input type="checkbox"/> Posted to Directory			
Initials and date _____			

Working Title of Position
State Grants Manager

Percentage of Time
Required

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

15%

* Prepare and/or review Bill Analysis for proposed legislation impacting CAL FIRE grant programs. *Review data pertaining to the grant programs in order to respond to Public Records Act information requests, reporting requirements from various agencies, audits and any other request for information. *Development of statewide grants training.

5%

Other job-related duties as assigned.

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Job qualifications and/or conditions of employment:

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature
Personnel use only

Date
☐ Posted to Directory

Supervisor Signature

Date

Initials and Date