

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)		Working Title of Position <b>Forestry Logistics Officer I</b>	
		Division and/or Subdivision <b>CSR/Madera-Mariposa-Merced Unit</b>	
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 <b>Mariposa</b>	
		Class Title of Position <b>Forestry Logistics Officer I</b>	
		Position Number <b>541-414-1926-001</b>	
		Effective Date <b>11/06/2025</b>	
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 direction of the Assistant Chief W/ Diff (Administration), the Forestry Logistics Officer I is the chief of procurement, shipping and receiving, and inventory control officer. The following duties include, but not limited to:  *Consolidate orders for materials and services from all State funded facilities in the unit. *Initiate orders to Suppliers of all supplies and materials needed for day-to-day operations and fire suppression activities. *Stock and distribute supplies and materials.		
20%	*Procurement of fire related tools and supplies, personal protective clothing, fixed assets, daily housekeeping materials, facilities maintenance materials and equipment maintenance materials, according to State procurement methods, regulations and procedures. *Stocking and distributing these items according to inventory and accountability methods and procedures.		
15%	*Inspection, maintenance accountability and distribution of the Unit's safety gear. *Keep up to date on department standards and regulations and National Fire Protection Association (NFPA) and the Division of Occupational Safety and Health (OSHA) requirements.		
15%	*Provide coordination, information, specification, and expertise to unit personnel for procurement of goods and services from State contracts, State price schedules, Prison Industry Authority, Department of General Services and outside vendors.		
5%	*Maintain/oversee accountability of State and Federal property and equipment; provide accurate records of acquisition, maintenance, control and dispositions of such property and equipment.		
5%	*Plan, organize, direct and evaluate the work of others including part-time retired annuitant and emergency hire personnel.  *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.		
<b>Equal Employment Opportunity (EEO) Statement:</b> 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: <b>Must pass a pre-employment medical evaluation. Individuals will be subject to working nights, weekends, or holidays in support of emergency incidents. Individuals may travel throughout the State for extended periods. Must possess a valid California's Driver's License.</b>			
"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 _____	

Percentage of Time  
Required

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

5%

\*Acts as the Unit's Contract Manager for all incoming contract requests for State facility contracts. \*Submits Contract requests timely to Region Office and maintain correspondence with BSO on Supplier inquiries. \*Correspond with Suppliers once contracts are executed and validate invoices for payment.

5%

\*Acts as the Unit Recycling Coordinator. Performs other duties as necessary.

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Employee Signature  
Personnel use only

Date

☐ Posted to Directory

Supervisor Signature

Date

Initials and Date