

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position <u>Unit Personnel Manager</u>	
		Division and/or Subdivision <u>Southern Region</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>Mariposa, CA</u>	
		Class Title of Position <u>Supervisor I</u>	
		Position Number <u>541-414-4800-002</u>	
		Effective Date <u>02/01/2026</u>	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
40%	<p>Under the direction of the Assistant Chief with Differential (Deputy Chief of Administration), the Unit Personnel Manager (Supervisor I), will plan, organize, direct, and manage the Personnel Section within the Madera-Mariposa-Merced Unit. This is accomplished through direct supervision of the Personnel staff. The Supervisor I will work in partnership with the other Supervisor I's in the Unit and may serve as the supervisor of other administrative staff under Administration in the absence of the administrative staffs assigned Manager. The Supervisor I identifies issues of concern in the Unit and recommends plans for resolution. Duties include:</p> <p>*Supervision of the Unit's Personnel Program and associated tasks and functions. *Direct assigned staff in the areas of personnel transactions, worker's compensation, and reasonable accommodations. *Manage and approve assigned staff schedules, including review and approval of monthly timesheets, employee leave requests, and travel expense claims. *Review employee performance and complete annual performance evaluations. *Assess training needs of assigned staff, establish goals and objectives, and ensure staff receive necessary training. *Ensure assigned staff comply with applicable laws, rules, and regulations.</p>		
20%	<p>*Work with Region Management to assist with the implementation of Department-wide policies, procedures, and programs. *Ensure that policies and procedures are uniformly implemented and applied throughout the Unit. *Actively participate in the accomplishment of these goals and needs, using team-based project management tools, techniques, and principles.</p>		
20%	<p>*Maintains Schedule 8 (Position and Budget report) and any additional special project requests. *Coordinate with Finance Supervisor I to ensure Mid-Year Analysis, Year-End closing, monthly reconciliation, and any other budget drills are completed accurately, timely and in accordance to departmental policies and procedures. *Prepares AO-17 billing of contracts and forwards to Region for processing. *Audits Region invoices for accuracy and forwards, with the billing, to the appropriate contracting agency. *Acts as the Unit FMLA/CFRA Coordinator, providing guidance and acknowledgement of submitted requests.</p> <p>*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.</p>		
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>May be required to work nights, weekends, or holidays in support of emergency incidents. May require state-wide travel and local travel, including overnight stays.</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			
<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.

15%

*As needed provide advice and consultation to Unit Management and Region Management on a range of highly sensitive and complex issues, using sound management practices. *Develop and maintain cooperative working relationships with all levels of internal staff and external stakeholders as well as cooperators. *Assist and provide direction to employees in the Unit on personnel related matters.

5%

Other duties as required.

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Employee Signature _____

Date _____

Supervisor Signature _____

Date _____

Personnel use only

Posted to Directory

 Initials and Date