

CURRENT

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)	Working Title of Position Administrative Supervisor
	Division and/or Subdivision Southern Region-Riverside 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 Perris
	Class Title of Position Supervisor II
	Position Number 541-312-4801-001
	Effective Date January 1, 2026
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 direction of the Unit Chief and collaboration with the Deputy Chief of Administration, the Supervisor II (Administrative Supervisor) oversees, plans, organizes, and directs, all areas of Personnel, Labor Accounting, Finance, and Return to Work for the Riverside Unit (RRU). This is accomplished through direct supervision of State Personnel Supervisor I, State Finance Supervisor I, and Labor Accounting. The Administrative Supervisor identifies issues of concern to the Unit Executive Staff and recommends plans for resolution. The incumbent is expected to implement, adhere to, and enforce all CAL FIRE and Riverside County policies and procedures. Duties *Plans, organizes and directs the RRU Personnel program by overseeing the Supervisor I. *Provides technical expertise and counsel to Personnel Staff and Unit Management. *Interprets and instructs staff on laws, rules, regulations, and departmental policies. *Supervises and trains staff in Personnel transactions, salary determinations, payroll processing, benefits administration, attendance reporting, and leave accounting. *Ensures compliance with control agency requirements (CalHR, SCO, State Personnel Board). *Provides oversight for personnel transactions including wage garnishments, payroll deductions, payroll adjustments, Non-industrial Disability Insurance (NDI), State Disability Insurance (SDI), and Personnel Action Requests (PARs). *Represents the Unit on Personnel matters and coordinates with Southern Region and Departmental Personnel Offices.
30%	*Plans, organizes and directs the Unit's fiscal management and labor accounting programs. *Provides technical direction to professional and analytical staff. *Ensures timely completion of fiscal reconciliations, Mid-Year Analysis, Year-End closing, Schedule A Billing (AO-17), and other budgetary exercises. *Coordinates with Personnel and Labor Accounting to ensure accuracy. *Prepares and presents fiscal and staffing reports to Unit and Region Management. *Ensures compliance with the State Administrative Manual (SAM), Budget letters, and Departmental fiscal policies.
	*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: This position is subject to working on weekends, holidays, and at night. This position requires 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 <input type="checkbox"/> Posted to Directory _____	
Initials and date _____	

Working Title of Position
 Administrative Supervisor

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

15%

*Establishes program goals and objectives ensuring consistency and compliance across administrative functions. *Provides training, guidance, and performance feedback to staff. *Promotes professional development and fosters a cooperative team-oriented work environment. *Develops and implements training plans for administrative staff.

10%

*Advises Unit and Region management on complex sensitive administrative issues. *Interprets departmental policy and provides recommendations for operational improvement. *Represents RRU at meetings, work groups, and committees related to administrative functions.

5%

*Participates on Qualification Appraisal Panels (QAPs) and job selection interviews. Other duties as assigned.

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 Employee Signature

 Date

 Supervisor Signature

 Date

Personnel use only

Posted to Directory

 Initials and Date