

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Supervisor I	
		Division and/or Subdivision Northern Region / Santa Clara 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 Morgan Hill	
		Class Title of Position Supervisor I	
		Position Number 541-116-4800-001	
		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.		
50%	<p>Under the direction of the Deputy Chief of Administration (AO) the Supervisor I is responsible for planning, organizing, directing, and supervising the Unit Finance, Budget, Hiring, and Human Resources (HR) staff. The Supervisor I acts as the advisor to Unit management on personnel, hiring, finance, and budget.</p> <p>Acts as the Unit liaison with Region Headquarters (HQ) in all areas of management services. Consults with Region HQ on issues related to all areas of management services.</p> <p>*Directly supervises the Analyst II's for Unit Hiring and Budget, the Personnel Specialists (PS) and Senior PS for Unit Personnel, and Analyst I's for Unit Finance. Provides technical expertise and counsel to unit HR staff, and Unit management. Interprets laws, rules and departmental policies and procedures relating to all personnel transactions and benefit matters within the unit. Ensures uniformity of action and compliance within the unit. Assist unit staff with resolution to complex personnel transactions, benefit. Ensures all communication from Region Headquarters, Sacramento, Office of State Controller's, California Department of Human Resources (CalHR) is disseminated to unit staff. Perform audits to ensure compliance with all state personnel and hiring laws and regulations. Coordinate with Region HQ in response to control agency audit requests. Ensure all unit Personnel Specialist staff attend/obtain required on-the-job training as well as Office of State Controller's and CalHR training.</p> <p>Ensure all hiring managers in the unit follow best hiring practices. Provide training and guidance to unit hiring analyst and hiring managers. Sit on unit hiring panels as needed. Monitors all personnel matters involving Workers' compensation, return to work, retirement, and transactions.</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: See pg. 2			
"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.

30%	<p><u>Continued</u> *Act as the unit's budget manager. Make recommendations to unit AO and Unit Chief on fiscal problems and impacts. *Oversees the processing of pay documents for the unit. Ensure procurement documents adhere to the procurement rules and standards and are coded against the appropriate fund source. Prepares complex budget reports for region management and department headquarters.</p>
15%	<p>*Ensure employees in all programs are completing assigned duties in a timely manner to meet various deadlines. Prepares Performance Appraisal Summaries and Probationary Reports for direct reports and serves as a mentor to other unit personnel for these processes. Keep abreast of ever-changing policies and procedures applicable to all areas under this position.</p>
5%	<p>*Works closely with other members of unit management in capital outlay and minor improvement projects, planning and budgeting. Confers with unit AO on interrelated functions which affect overall unit operations to assure complete integration of specialized support services with field operations. *Requires some travel.</p>
	<p>Other duties as assigned.</p>

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Job qualifications and/or conditions of employment: [May be subject to working nights, weekends and holidays.](#)

"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	