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| Percentage of Time | Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.  |
| Required<br>25%    | *Utilizes the Activity Reporting and Costs Summary (ARC) program to generate thorough and accurate billing packages for full cost recovery of CAL FIRE's emergency response activity. *Maintains a strong knowledge of ARC types: Federal Emergency Management Agency, Fire Management Assistance Grant, cost share, assistance by hire, and civil. *Chooses package types and completes all required information in ARC. *Imports and adds incident-specific costs. *Compares ARC activity reports to the Financial Information System for California (FI\$Cal) queries/reports, reconciles, and identifies valid unpaid/paid incident expenditures that did not import. *Possesses knowledge of available resources to obtain all missing documents, ability to communicate, and successfully retrieve the documents. *Prepares and arranges incident source documentation in proper sequence. *Makes accurate and necessary edits, cost adjustments, and determines if a cost is included or excluded in the ARC. *Determines which agreements with other agencies and government entities need to be applied. *Interprets and applies all such agreements to one or more ARC package types. *Ensures all policies, procedures, regulations, and laws are adhered to. *Completes final signatory on ARC for the civil program attesting costs identified have been reviewed, are accurate, and have determined appropriate expenditures for reimbursement. *Drafts signatory on ARC for attesting accuracy of eFC33s and appropriate agreements. *Scans, bookmarks, redacts, and makes notifications of completion. |
| 15%                | *Maintains competency in the use of FI\$Cal and is proficient with searching for a supplier, entering a supplier, Payee Data Record (STD. 204) for State Controller's review and approval, produces purchase orders, generates receipts, and statement reconciliations. *Runs and interprets FI\$Cal queries/reports. *Uses FI\$Cal queries and reports to pull incident expenditure documents/attachments for reimbursement purposes.   |
| 10%                | *Establishes cooperative working relationships with the Units, Headquarters, and outside agencies. *Communicates and interprets information (oral and written) accurately that is received from all levels, both within and outside the Department, to proficiently complete assignments. *Organizes and prepares clear and concise correspondence, technical reports/spreadsheets, and other documents using correct spelling, punctuation and grammar. *Provides sound recommendations to management for problem solving and decision making.  |
| 5%                 | *Works with case managers, in-house counsel, and outside counsel to respond to interrogatories; discovery responses; subject to depositions; and be the Department's finance expert at case mediations, settlements, and trials, as required. *Maintains confidentiality with cases.   |
| 5%                 | Other related duties as required, including but not limited to, various work projects, develop training curriculum, presentations, support assignments for law enforcement and emergency incidents, and effectively train 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.   |

**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: **Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles is required prior to appointment.**

"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