

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

15%	<p><u>Collaboration, Liaison, and Stakeholder Engagement</u> *Work cooperatively with BHWP, Region, Unit, and Headquarters staff to identify health and wellness needs, establish goals, identify objectives, responsibilities, and accountability processes/procedures. *Actively participate in establishing and accomplishing identified goals within the Wellness Unit using team-based project management tools, techniques, and principles. *Act as the CAL FIRE subject matter expert/liason between other state agency wellness coordinators, including the California Department of Human Resources (CalHR), and CAL FIRE's field units and programs. *Work with all components of the Behavioral Health and Wellness Program (BHWP), including but not limited to, Employee Support Services Unit, Administrative and Family Support Unit, the BHWP Special Projects Unit. *Work with Headquarter Programs such as, but not limited to, Department Safety Program and Occupational Health Program (OHP). *Relay relevant information on a variety of wellness topics, aligning with the strategic plan and policies/procedures, addressing both uniform and support staff. *Liaise with CAL FIRE's Business Services Office (BSO) to develop and manage contracts necessary to carry out duties (including grant-related contracts and documentation).</p>
15%	<p><u>Training and Education Delivery</u> *Provide instructional services, as needed, at the CAL FIRE Training Centers, Headquarters, Regions and Unit levels. *Support staff with providing instructional services statewide. *Provide directional oversight on the development, management, and implementation of grant-funded training for Unit Physical Fitness Coordinators (UPFC), researching of qualified instructors and tailoring course content for Department-specific needs. Work in collaboration with the BHWP Training and Curriculum Development Bureau to ensure program messaging is accurate and identified.</p>
10%	<p><u>Program Evaluation, Reporting, and Data Management</u> *Work closely with staff and vendors to evaluate the success of Wellness Unit associated tasks, by gathering feedback and providing reports to management and the BHWP Program Administrator, as requested *Conduct research and prepare issue papers, reports, legislative bill analysis, and assist with budget change proposals. *Work with staff to develop, revise, and maintain Department Intranet resources on wellness, including topics such as physical fitness, nutrition, mindset, mobility and stability, and screening/prevention. *Extract relevant data from the Injury Assessment and Prevention System (IAPS) database to report to management and share information, as approved, with the field. *Provide articles for the Department's Annual Focus on Safety, citing all sources of data. Work in collaboration with the BHWP Research and Analysis Bureau.</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 Page 3

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature _____ Date _____ Supervisor Signature _____ Date _____

Personnel use only Posted to Directory _____
 Initials and Date _____

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5%	<p><u>Financial and Administrative Oversight</u> * Work in cooperation with BHWP Finance and as needed with associated budget and accounting offices, to monitor Wellness Unit expenditures.</p>
5%	<p><u>Marginal Functions</u> *Respond to incidents in support of assigned peer support members. *Perform additional duties as needed to support the mission, goals, and operations of the Behavioral Health and Wellness Program as well as the Department Strategic Plan.</p>

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Job qualifications and/or conditions of employment:
 Must be able to work a 40-hour work week schedule. Must have the ability to work independently and with teams. Travel may be required for 20% or more of each work week. Travel may be local or statewide and may involve overnight stays or weekend travel.

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