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| STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16) | | Working Title of Position Forestry Logistics Officer I | |
| | | Division and/or Subdivision Southern Region / San Diego 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 Rainbow Fire Center / Fallbrook, CA | |
| | | Class Title of Position Forestry Logistics Officer I | |
| | | Position Number 541-337-1926-001 | |
| | | Effective Date 04/13/2026 | |
| 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 direction of the Battalion Chief (Battalion Chief – Rainbow Fire Center) and general direction of the Fire Center Assistant Chief and Unit Administrative Chief, the Forestry Logistics Officer I (FLOI) manages, coordinates, and supervises the Fire Center Material Management program with the following specific duties: *Primary purchaser for the Fire Center Service Center. *Knows and understands the purchasing rules and regulations as they apply to the Service Center needs. *Utilize appropriate purchasing mechanisms (P-Card, FISCAL, Contracts, etc.) to procure needed material supplies, services, and equipment. *Audits of various types of purchase documents prepared by the field staff. *Interviews with prospective vendors and/or their agents regarding products and maintains the Units Hired Equipment contracts and various other service contracts. *Coordinates purchases of safety equipment and material supplies. *Audits purchase documents for compliance and track for prompt payment. *Coordinates the receipt and acknowledgement of deliveries to assure completeness and accurate goods have been shipped. *Complete stock received reports and assures appropriate property tags and inventory controls are in place. *Responsible for prioritizing and tracking all expenditures, including all FISCAL reconciliations. | | |
| 30% | *Controls and manages the Service Center office storage and redistribution facilities and Service Center. Supervises performance of physical inventories in the Southern Division, Fire Centers, and Camps. *Responsible for the reporting and oversight of the Waste Diversion Program (AB 75) in coordination with FLOs at Unit Headquarters. *Manages square footage of warehouse space for stocking of supplies. *Manages a Service Center inventory valued at approximately \$1,200,000.00. *Supervises the acquisition and delivery of emergency supplies to field during emergency conditions. *Oversee and manage the Headquarters archives; ensure statewide retention policy and procedures are followed. *Arranges for the rental of trucks for transportation of material and supplies to fire camps and other emergency operations. *Oversees retrograde operations for major fire camp operations and manages retrograde inventory at the Service Center warehouse. *Maintain appropriate documentation of retrograde items and use MRTs. *Reviews expendable inventories for the Service Center to determine accuracy of file date records, compliance with Material Management goals, need for existing stock levels, fire reserve items on hand and inventory investment of Service Center stock. *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: The Unit expects a two-year commitment for all permanent assignments before granting transfer eligibility. May be required to work nights, weekends or holidays in support of emergency incidents. | | | |
| "We have discussed this document in its entirety and understand the duties of this position." | | | |
| Employee Signature _____ | | Supervisor Signature _____ | |
| Date _____ | | 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. |
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| 10% | *Manages and supervises various pick-up labor staff during emergencies. *Maintains staffing schedule for daily and emergency support of incidents. |
| 10% | *Manages the Fire Center Property and Equipment Programs. *Inspects all property to be surveyed. *Prepares the necessary documents, or survey of property and equipment for proper disposal. |
| 5% | *Manages, directs, and coordinates the Federal Excess Property program for the Fire Center. *Coordinates the Federal Excess Property program involving approximately three screeners within the Fire Center. *Manages a separate accounting system for the Federal Excess Property Program. *Makes periodic surveys of the use of Federal Excess property. *Manages and directs the disposal of all Federal Excess Property, negotiates and processes leases, service agreements and Federal Excess Property agreements to include, but not limited to repair of office equipment, rental of office equipment, such as telephones and photocopiers and service agreements and contracts for various contracted services. |
| 5% | Other duties as required. |

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|--|------------|----------------------------|------------|
| Employee Signature _____ | Date _____ | Supervisor Signature _____ | Date _____ |
| Personnel use only <input type="checkbox"/> Posted to Directory | | _____ Initials and Date | |

