

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position <u>Forestry Logistic Officer I – Napa County</u>	
		Division and/or Subdivision <u>Northern Region/Sonoma-Lake-Napa Unit</u>	
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 <u>1199 Big Tree Road, St. Helena, CA 94574</u>	
		Class Title of Position <u>Forestry Logistics Officer</u>	
		Position Number <u>541-114-1926-500</u>	
		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.		
35%	<p>Under the direction of the Sonoma-Lake-Napa Administrative Chief, the Forestry Logistic Officer I (FLO I) acts as the Unit Business Services contact for the Sonoma Lake Napa Unit and Napa County Fire Department. The incumbent must possess good communications skills and effectively interact with staff, volunteers and members of the public. The FLO I duties include, but are not limited to, the following:</p> <p><u>Inventory & Supply</u> – *Purchases and manages bulk supplies for the unit; i.e. personal protective equipment, office supplies, household and cleaning supplies, etc., as needed. *Maintains incident materials and supplies as needed and any retrograde for the Unit. *Stores excess State and Federal materials and supplies; routinely performs field inventories and as directed by supervisor or policy. *Develops levels of supplies for stock items including determining operation levels, re-order points and safety levels. *Maintains records of stock items for inventory control, including state property and assets. *Prepares and submits annual reports that pertain to Business Services as requested by management. *Prepares, facilitates and tracks personal protective equipment cleaning and inspections at Independent Service Providers (ISP).</p>		
25%	<p><u>Procurement Coordinator</u> – *Maintains master copies of Statewide Contracts, price Schedules, California Multiple Award Schedules (CMAS), Master Service Agreement (MSA) and Master Repurchasing Agreement (MRA) on file for reference; coordinates purchasing for the Unit, including procurement during emergencies to support the Unit Incident management Plan; procurement of goods and supplies for Napa County Fire Department (NCFD); maintains a roster of certified purchasers in the Unit; Serves a Unit purchasing coordinator/contract officer, which may include Procurement Cards (P-Card); Act as Unit Contracts Officer and prepares initial Contract packages for submission to Region/Sacramento offices and conducts bid openings for those contracts.</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 2.			
"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.

20% **Emergency Incident Support** – *Establish contracts with vendors for supplies on an emergency basis (day or night). Knowledge of what supplies and equipment are available at Region Service Center and other Unit Service Centers. Provides this information for inclusion in the Unit’s Emergency Resource Directory. *Performs retrograde activities reconciling incident purchases into Unit inventory. *Provides logistical support for emergency incidents operating a stakeside vehicle.

15% **Federal Excess Property Manager** – Serves as the Unit Federal Excess Property Coordinator including local government participation and maintains Federal Excess records and disposal of Federal Property.

5% Other duties as required.

*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: **Position may require a two (2) year commitment. Must pass a pre-employment medical clearance prior to appointment. May be required to work 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 Posted to Directory

 Initials and Date