



Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
10%	*Prioritizes, coordinates, and schedules commitments for OWTRD staff (meetings, conferences, briefings, speaking engagements).
5%	*Coordinates fiscal and procurement activities, including budget tracking, purchasing, and reconciliation of reimbursements and/or payments received or provided. *Analyzes operating budget and makes recommendations to keep expenditures within budgetary limits.
5%	*Researches and performs complex analysis of legislative proposals, develops issue papers, prepares budget change proposals and contracts, assists with the review of invoices and new contracts, and performs other analytical tasks as assigned. *Act as the primary logistics contact for organizing Advisory Board meetings. *This includes booking conference rooms, ensuring proper room setup and distribution of materials.
5%	*Assists in hiring processes and personnel onboarding and offboarding. *Assists Deputy Chief to ensure proper hiring processes are followed. *Receives, reviews, and processes training and travel requests for OWTRD staff.
5%	<p>Performs other job-related duties as assigned.</p> <p>Desirable Qualifications:</p> <ul style="list-style-type: none"> <li>• Experience working with boards/commissions</li> <li>• Relationship management</li> <li>• Excellent written communication skills</li> <li>• Experience developing and delivering presentations</li> <li>• Experience with Microsoft Office Suite (Word/Excel/PPT/Outlook)</li> <li>• Experience handling multiple work priorities</li> <li>• Information synthesis and analysis experience</li> <li>• Experience with budget analysis and document preparation</li> </ul> <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: Travel up to 5% to offsite meetings, with the possibility of overnight stays.

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

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