

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 Santa Clara 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 Morgan Hill	
		Class Title of Position Forestry Logistics Officer I	
		Position Number 541-116-1926-904	
		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.		
40%	Under the direction of the Deputy Chief, Administration, the Forestry Logistics Officer I (FLOI) manages, coordinates, and supervises the Fire Center Material Management program with the following specific duties: *Knows and understands the purchasing rules and regulations as they apply to the Service Center needs. *Utilize appropriate purchasing mechanisms such as Procurement Cards (P-Card), Financial Information System for California (Fi\$Cal), Contracts, etc. to procure needed material supplies, services, and equipment. *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 FI\$CAL reconciliations for the service center.		
20%	*Perform logistical support for fire, flood, earthquake, medical and other emergencies. *This support includes maintenance of the unit fire cache, emergency food rations, fire hose and tools; *purchase and distribution of supplies as an emergency may require. Manages retrograde inventory for incidents and at the Service Center warehouse.		
20%	*Coordinate an inventory of accountable State, Federal and Local Government personnel property throughout the Unit. *Maintain records management information which includes property transaction documents and arrangement for proper destruction of records at the end of designated retention periods. The maintenance of the Service Center records and filing system.		
*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:			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____	Date _____	Supervisor Signature _____	Date _____
Personnel use only <input type="checkbox"/> Posted to Directory		_____ Initials and date	

Working Title of Position
 Forestry Logistics Officer I

Percentage of Time Required

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

15%

Prepare guidelines for use by field personnel relating to procurement and Service Center operating procedures as well as accountability of equipment and property management.

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.

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Job qualifications and/or conditions of employment: [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
 Personnel use only

 Date

Posted to Directory

 Supervisor Signature

 Date

 Initials and Date