

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position <u>Unit Finance Manager</u>	
		Division and/or Subdivision <u>Tehama Glenn 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>Red Bluff</u>	
		Class Title of Position <u>Supervisor I</u>	
		Position Number <u>541-215-4800-904</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.		
40%	<u>Under the general direction of the Deputy Chief of Administration (AO), the Supervisor I- Finance is responsible for planning, organizing, directing, and supervising Unit finance staff. The incumbent serves as an advisor to Unit Management on financial and budgetary matters, accomplished through direct oversight of finance personnel. The Supervisor I- Finance works collaboratively with the Supervisor I- Hiring and Human Resources (HR) to ensure Unit Administrative Operations run smoothly.</u> <u>*Provides technical expertise and counsel to finance and budget staff as well as unit management. *Acts as budget manager for the Tehama Glenn Unit and Tehama County Fire Department. *Directs and manages the unit's annual budget, which includes analysis and estimates of expenditures as well as projections of revenue. *Makes recommendations to unit Administrative Officer and Unit Chief on fiscal problems and impacts. *Analyzes and evaluates budget change requests, make recommendations, and obtain final approval for changes. *Oversees the processing of pay documents for the unit. *Serves as the Unit Subject Matter Expert (SME) for the Financial Information System for California (FI\$CAL) system. *Ensures procurement documents adhere to the procurement rules and standards and are coded against the appropriate fund source. *Prepares complex budget reports for region management and Department Headquarters. *Prepares budget projection and mid-year reports to ensure fiscal solvency in the unit. Writes and updates unit contracts as necessary. *Review, approve, and sign pay documents and/or revolving fund checks. *Learn and maintain proficiency in State financial accounting systems, software, and processes. May work closely in cooperation with State or Region budget analysts and finance staff. *Plan, organize and direct year-end procedures. *Assist with the preparation of contracts and agreements with outside suppliers, service providers, leasing agents, and others. *Monitor existing processes to ensure efficiency and cost- effectiveness. *Responsible for developing and managing the annual Tehama County Budget for the Fire Department as well as Grants and Contract Development. *Ensures employees in all programs are completing assigned duties in a timely manner to meet various deadlines.</u> <u>*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.</u>		
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 ☐ 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.

30% *Assesses training needs of assigned staff, establishes goals and objectives, and ensures staff receive necessary training. *Ensures assigned staff comply with applicable laws, rules and regulations. *Works closely with Region Management to assist with implementation of Department-wide policies, procedures and programs. Ensures that policies and procedures are uniformly implemented and applied throughout the Unit. Actively participates in the accomplishment of these goals and needs, using team-based project management tools, techniques, and principles. *Attends all mandated trainings as it relates to Unit Finance and Supervisor duties.

25% *Prepares Performance Appraisal Summaries and Probationary reports for direct reports and serves as mentor to other unit personnel for these processes. Stays abreast of ever-changing policies and procedures applicable to all areas under this position. *Provides technical expertise on the preparation of Schedule A contracts. *Oversees schedule A contract billing (AO-17s).

5% *Acts as the unit liaison with Region Headquarters in all areas of management services. Consults with Region HQ on issues related to all areas of management services. Attends monthly Unit Leadership Team and Chief Officer meetings. Other duties as assigned.

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Job qualifications and/or conditions of employment: **May be required to work nights, weekends, and holidays. This position may require statewide and local travel, including overnight stays.**

"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