

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Human Resources Supervisor	
		Division and/or Subdivision Southern Region / Tuolumne~Calaveras 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 San Andreas	
		Class Title of Position Supervisor I	
		Position Number 541-418-4800-001	
		Effective Date 09/01/2026	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
35%	Under the direction of the Assistant Chief - Administration , the Supervisor I plans, organizes, directs, and manages the Management Services Section of the Tuolumne-Calaveras Unit. This is accomplished through direct supervision of Human Resources employees, Hiring Analyst, Workers Compensation Analyst, and the receptionist. Identifies issues of concern to the Unit and recommends plans for resolution. Duties include:		
25%	*Supervise the Unit's Management Services – programs, personnel staff and associated functions, hiring staff that administers hiring, classifications, and recruitment. *Direct assigned staff in the areas of fiscal accountability/budgets, material management, personnel transactions, hiring, worker's compensation, and reasonable accommodations.		
20%	*Assess training needs of assigned staff – *Establish goals and objectives, and ensure staff receive necessary training. *Ensure assigned staff comply with applicable laws, rules and regulations. *Work closely with Region Management to assist with implementation of Department-wide policies, procedures and programs. *Ensure that policies and procedures are uniformly implemented and applied throughout the Unit. *Actively participate in the accomplishment of these goals and needs, using team-based project management tools, techniques, and principles.		
	*Provide Consultation - *As needed advise and provide consultation to Unit Management and Region Management on a range of highly sensitive and complex issues, using sound management practices. *Develop and maintain cooperative working relationships with all levels of internal staff and external stakeholders as well as cooperators. *Assist and provide direction to Unit employees on fiscal, personnel, and other related matters.		
*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 ☐ 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.

10%

***Workers' Compensation and Leave Programs** - *Manages the Units Workers Compensation program, modified work agreements and communicates to Personnel Specialists and Region Staff. *Provides management reports, for use in hiring plans or identifying potential displacements. *Independently responsible for managing position control for permanent, limited-term and seasonal employees for a Unit ranging approx.. 450 – 600 positions and provide recommendations to Unit management for adjusting Unit staffing levels in accordance with operational needs and the Local Government Contracts and CAL FIRE Blue Book Allocations. *Coordinate and participate as a panel member when needed in the interview process of candidates.

5%

***Schedule A Contracts** – *Oversee the processing of the AO-17, audit, and reconcile as required. Consult with the Unit Management regarding contract billing as needed.

5%

Other duties as required.

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Employee Signature _____

Date _____

Supervisor Signature _____

Date _____

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Initials and Date