

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Cost Recovery Technician	
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.		Division and/or Subdivision Northern Region Headquarters	
		Location of Headquarters Redding	
		Class Title of Position Management Services Technician (MST)	
		Position Number 541-101-5278-007	
		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 supervision of the Supervisor I of Cost Recovery, the Management Services Technician (MST) – Cost Recovery Technician regularly performs a wide variety of technical tasks for the Civil Cost Recovery (CCR) program within the Department of Forestry and Fire Protection (CAL FIRE) Northern Region Headquarters (CNR) in order to collect incident costs from financially accountable stakeholders determined to be responsible for incidents.		
30%	*Research, retrieve, and review all documents associated with specific incidents concerning civil cost recovery actions. *Uses multiple programs including Activity Reporting and Cost Summary (ARC); CAL FIRE Aviation Tracking Information System (CATIS); Interagency Resource Ordering Capability (IROC); Crystal Reports; CAL FIRE Personnel and Equipment Report (eFC33); Financial Information System for California (FI\$CAL); California Automated Travel Expense Reimbursement System (CalATERS), and various shared drives to gather and organize all supporting documentation for package preparation. *Run queries in FI\$CAL to identify operating expenses, and once identified, locate and retrieve all documents associated with specific incidents. *Maintain confidential information by redacting all personal identifying information (PII) and other secure or protected information and following all security procedures in accordance with CAL FIRE policy.		
	*Gather, organize, and evaluate data to prepare electronic packages to be sent to legal counsel as directed by the Case Manager or Supervisor I. *Respond to requests to interrogatories and discovery responses. Maintain awareness and availability for participation in depositions. *Prepare clear and concise correspondence when interacting with involved stakeholders regarding case information.		
	*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.

25%

*Establishes and maintains working relationships with units, CNR, and cooperating agencies. *Accurately records and interprets information received from internal and external stakeholders of all levels and processes or disseminates information as necessary. *Update processes and procedures within the program when advised, ensuring consistent adherence and compliance with departmental policies. *Track civil and litigation settlements, updating package statuses through completion. *Organize and archive civil cases in accordance with current record retention policy. *Coordinate with State Archives to arrange delivery and storage of closed cases for retention period.

5%

Completes 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: **May be required to work nights, weekends, and holidays to complete duties.**

"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