

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position <u>Administrative Supervisor II</u>	
		Division and/or Subdivision <u>Fire Protection – Command & Control and Intel</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>Sacramento</u>	
		Class Title of Position <u>Supervisor II</u>	
		Position Number <u>541-061-4801-XXX</u>	
		Effective Date <u>August 1, 2026</u>	
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 general direction of the Headquarters Administrative Branch Director, the Supervisor II oversees fiscal and administrative operations for Fire Protection Command & Control and Intel Support Program. GENERAL: Establish and maintain cooperative and collaborative working relationships with internal CAL FIRE program counterparts, and other State agencies. Plan, organize, and direct the day-today workload of the consisting of Supervisors and Analysts who provide administrative support for Fire Protection Command & Control and Intel programs in the following areas: <u>Fiscal Management, Budget Development, and Accounting</u> *Develop allocation and expenditure plans with program managers; monitor implementation and ensure resources are used consistently with approved authority. *Review allocations, augmentations, reimbursements, revisions, transfers, travel requests, encumbrances, and rollovers for accuracy and compliance. *Oversee fiscal reporting, reconciliations, projections, and variance analysis to identify fiscal risks and operational impacts. *Advise Leadership on spending, corrective actions, resource needs, internal controls, and program fiscal health. *Provide recommendations to Leadership with statistical data and forecast trend analysis. *Coordinate and assist in analysis to budget drills, finance requests, and legislative bill analysis as needed by Leadership.		
30%	<u>Supervision</u> *Supervise subordinate supervisors and professional, technical, and analytical staff responsible for fiscal analysis, budget monitoring, purchasing, rate development, contracts, grants, personnel coordination, and related business services. *Assign workload, establish priorities and expectations, review work products, provide technical guidance and training, and ensure timely and accurate completion. *Identify training needs and coordinate instruction on budget management, purchasing, and related administrative processes. *Complete probationary reports, performance appraisals, duty-statement reviews, expectation memoranda, Individual Development Plans, and required supervisory documentation. *Mentor staff, support succession planning, address performance concerns, and administer corrective or disciplinary actions in consultation with management and Human Resources. *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 encounter 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: <u>SEE PAGE 2.</u>			
"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 _____			

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16) - PAGE 2		Working Title of Position <u>Administrative Supervisor II</u>	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
10%	<u>Contract & Grant Administration</u> *Oversee the fiscal and administrative aspects of contracts, interagency and service agreements, grants, equipment and service purchases, and material-management activities. *Ensure commitments align with available funding, approved authority, applicable restrictions, the State Administrative Manual, and departmental policies. *Coordinate with program staff, Contracts, Procurement, Grants Management, and Fiscal Services to resolve funding, billing, reporting, purchasing, and compliance issues. *Review financial activity and supporting documentation, monitor deadlines and deliverables, and implement internal controls or corrective actions as needed.		
10%	<u>Personnel Coordination</u> Oversee administrative coordination of personnel activities supporting Command & Control and Intel programs, including monitoring authorized positions to ensure timely recruitment, hiring, and position management consistent processes administered by HQ Administrative Support Branch. Proposing funding recommendations. Serves as a liaison between programs and the Human Resources to resolve personnel-related issues and ensure documentation and records management practices comply with departmental policies and records retention requirements.		
10%	<u>Administrative Policy and Program Support</u> Oversee the development and implementation of administrative desk manuals and compliance with Department policies and procedures, making recommendations on areas of improvement for consideration to Leadership and Executive Management. Participate in trainings, conferences, and professional development opportunities to maintain knowledge of state fiscal policies, administrative procedures, and evolving program requirements.		
5%	Perform other related duties and special projects as assigned by management.		
*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 encounter 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: <u>Travel may be required 10% of the time and may require overnight stays.</u>			
"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	