

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Supervisor I	
		Division and/or Subdivision Management Services/Technical Services	
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 1131 S Street, Sacramento	
		Class Title of Position Supervisor 1	
		Position Number 541-025-4800-XXX	
		Effective Date September 2026	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
30%	Under the general direction of the Supervisor II, the Supervisor I serves as the Department of Forestry and Fire Protection (CAL FIRE) expert responsible for the most difficult, complex, and sensitive projects. The incumbent will research and apply the most complex California government codes, policies, and procedures affecting CAL FIRE, including the Government Code, Public Resources Code, State Administrative Manual, California Code of Regulations, Department of General Services (DGS) and CAL FIRE processes and authority. The position requires the incumbent to independently analyze data, present ideas and information effectively, analyze problems and take effective action. The duties of this position may require considerable public contact and require the use of discretion and independent judgement. Duties include but are not limited to: *Provide technical expertise and oversee the development, preparation, and presentation of new lease agreements, amendments, renewals, terminations, tenant improvements, and various other documents for the review and approval of the Supervisor II. *Review and approve leasing requests and process required documents for lease agreements. *Oversee the management of project scopes, schedules, and budget for transactions in support of CAL FIRE programs. *Oversee the identification and use the appropriate authority to facilitate lease transactions and project coordination. *Provide expertise in accordance with industry standards, best practices, and laws. *Advise management on complex issues involving leasing. *Coordinate assignments in relation to contracts and agreements. *Plan and carry out the most complex policy analysis to anticipate changing conditions that impact budgets. *Ensure all agreement and contract documents are accurate and complete with terms that protect the interests of CAL FIRE and the State of California. *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: See Page 2			
"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 Supervisor I	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
30%	*Provide feedback to subordinate staff on assignments, ensuring proper and timely completion. *Oversee subordinate staff in organizing and maintaining multiple filing systems for leasing documents, transactions, and processing of DGS and Delegated leases and overseeing the Towers and Vaults program and duties. Provide in-depth review of leases and various assignments. *Maintain and update the Technical Services Leasing application, folders, CAL FIRE Lease App, and the Access database. *Directly manage and supervise subordinate staff responsible for program fleet services and coordination of the hiring and recruitment activities.		
20%	* Identify operational and program enhancement requisites relating to CAL FIRE leasing transactions. *Oversee the development of operational processes, policies, and procedures. *Implement CAL FIRE program enhancements for transactions; use FI\$Cal to create, review and approve purchase orders for lease payments; perform document review, and FI\$Cal data entry and analysis. *Review transactions for compliance with the State Administrative Manual and various State and Federal codes and regulations. *Organize and maintain filing system and database for lease transactions; develop processes, policies, and procedures in relation to CAL FIRE leasing activities. Travel to complete site visits throughout California for new leases, lease amendments, tenant improvements, and final termination walkthroughs. *Assist in the development of legislative proposals, analyze proposed and enacted legislation, and make recommendations that may affect CAL FIRE.		
10%	*Provide personnel management with respect to hiring, training, employee performance, employee recognition, and other related areas of supervision to ensure a productive and cohesive work environment. Continuously build and maintain effective communication and working relationships throughout the department.		
5%	*Act as liaison between various stakeholders, including but not limited to, CAL FIRE Regions/Units, Department of Finance, Department of Technology, DGS, and Office of State Fire Marshal. *Act as CAL FIRE representative in coordinating with the DGS for DGS managed leases.		
5%	* Other job-related duties as required. Desirable Qualifications Bachelor's Degree or higher in related field.		
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Job qualifications and/or conditions of employment: This position may require the incumbent to travel 15% of the time with the potential for overnight stays. This position may require the incumbent to work more than 40 hours per week. Possession of a valid CA class C driver's license required.			
"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	