

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Logistics Supervisor	
		Division and/or Subdivision Northern Region Headquarters	
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 Santa Rosa/Redding/Sacramento	
		Class Title of Position Business Service Officer I (Supervisor)	
		Position Number 541-101-4722-XXX	
		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 general supervision of the Supervisor I - Region Procurement / Logistics, the Business Service Officer I (Supervisor) has responsibility for procurement and logistics throughout the Northern Region. The incumbent will perform the following duties: *Oversees Northern Region warehouses, which entails procurement, receiving, disbursement and maintaining inventory of all Personal Protective Equipment and other goods. *Supervises, assigns, and reviews the work of various staff within the Northern Region Santa Rosa and Redding offices. *Ensures compliance with allocations, rules, regulations, and guidelines. *Represents the Northern Region on statewide committees on issues regarding procurement and logistics. *Advises Region Management and Unit Management on all matters related to procurement. *Works closely with Southern Region, Northern Region, and Sacramento Headquarters (HQ) staff to develop and improve procurement procedures. Recommends, develops, and implements changes in business processes to maintain accurate and timely transactions.		
35%	*Assists Units with their logistics sections as needed. *Acts as primary logistics contact for the twelve (12) Operational Units within Northern Region and performs the most complex work as it relates to procurement and logistics support. *Acts as a liaison between Sacramento and unit staff in all areas dealing with procurement and logistics. *Advises units on newly implemented procurement and logistics procedures. *Develops, coordinates, and conducts region wide training for unit and Region staff in matters related to procurement and logistics. *Travel to units to provide training. *Makes recommendations for correcting deficiencies. *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: See page 2			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		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.
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20%

*Obtains and maintains qualifications to participate in Retrograde and other incident assignments. *Takes inventory of excess properties at the closure of an incident and allocate or redirect property per department policies and priorities. *Coordinates and trains personnel on retrograde processes. *Represents Northern Region on Retrograde cadre.

5%

Other duties as assigned.

*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.

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Job qualifications and/or conditions of employment: May be required to work nights, weekends, holidays and overnight travel to remote locations. Individual may travel throughout the State for extended periods.

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature
Personnel use only

Date
☐ Posted to Directory

Supervisor Signature

Date

Initials and Date