

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Region Finance Manager	
		Division and/or Subdivision Southern Region	
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 Fresno	
		Class Title of Position Supervisor I	
		Position Number 541-401-4800-015	
		Effective Date 1/1/2026	
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 general direction of the Supervisor II (Supervisory) of Management Services, the Supervisor I (Region Finance Manager) has the responsibility for all aspects of the Southern Region's Finance, Budget, and Procurement programs. Acts as primary budget contact for the 9 Operational Units within Southern Region and performs the most technical and complex work as it relates to the preparation and maintenance of the Southern Region's budget. Serves as an advisor to Region Executive Management, Unit Chiefs, and Administrative Officers on all aspects of Financial management.		
30%	*The incumbent supervises and oversees the Finance Section for the Southern Region and guides budget management and analysis. *Responsible for budget allocations from the region level to the Operational Units. *Analyses individual Unit budget expenditures. *Makes recommendations to Unit and Region staff to correct actual and projected deficiencies. *Tracks budget expenditures to assure conformance with allocations, rules, regulations, and guidelines. Analyzes adequacy of budget allocations and makes recommendations for changes to Region Executive Management. *Assists in preparations of Budget Change Proposals (BCPs). *Acts as a liaison between Sacramento and Unit Finance in all areas dealing with Budgets, Finance, and Procurement. *Advises and directs units on newly implemented procurement procedures. Provides and/or arranges training for staff and Units in areas of responsibility. *Represents the Southern Region on statewide committees on issues regarding finance, procurement and budgets		
	*Provides direct supervision to various classifications who perform finance functions for the Fresno Region and Riverside offices. *Responsible for Region finance including transactions, processing, reconciliation, reporting and auditing.* Assists Units with relief to their finance sections during times of extended staff absence.		
	*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: This position subject to working on weekends, holidays, and at night. This position requires state-wide and local travel, including overnight stays. Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles is required prior to appointment.			
"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%

*Responsible for producing, analyzing, and submitting the Southern Region Midyear Analysis.
*Responsible for reconciling and projecting operating expenditures for the Fresno Region office.
*Provides input to Operational Units regarding operating expense projections.

10%

*Provides direction to Southern Region units regarding all business services and procurement functions. *Ensures goods and services are purchased according to established rules and regulations. *Advises Region Executive Management and Unit Management on all matters related to procurement. *Works closely with Northern Region and Sacramento Finance staff to develop and improve procurement procedures. *Where needed, recommends, develops, and implements changes in business processes to maintain accurate and timely transactions.

10%

*Develops, coordinates, and conducts region wide training to Unit and Region staff in matters related to finance, procurement, and budgeting. *Travels to Units to provide training and conduct financial audits of all finance program areas to ensure compliance with applicable rules and regulations. *Makes recommendations for correcting deficiencies. 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:

"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