

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position <u>Unit Finance Manager</u>	
		Division and/or Subdivision <u>Shasta-Trinity Unit</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>Redding</u>	
		Class Title of Position <u>Supervisor I</u>	
		Position Number <u>541-213-4800-904</u>	
		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 direction of the Deputy Chief - Administration (AO) the Supervisor I - Unit Finance Manager is responsible for planning, organizing, directing, and supervising the Shasta-Trinity Unit State and Schedule A finance staff. The Supervisor I advises Unit management on all matters relating to finance and budgets.		
35%	*As the unit's budget manager, provides technical expertise and counsel to finance and budget staff as well as unit management. *Makes recommendations to Deputy Chief of Administration and Unit Chief on fiscal problems and impacts. *Oversee the processing of pay documents for the unit. *Ensure procurement documents adhere to the procurement rules and standards and are coded against the appropriate fund source. *Prepare complex budget reports for region management and Department Headquarters, including mid-year reporting. Write and update unit contracts as necessary.		
	*Ensure employees in all programs complete assigned duties in a timely manner to meet various deadlines. *Prepares Performance Appraisal Summaries and Probationary reports for direct reports and serves as mentor to other unit personnel for these processes. *Assess training needs of assigned staff, establish goals and objectives, and ensure staff receive necessary training. *Keep abreast of ever-changing policies and procedures applicable to all areas under this position. *Ensure assigned staff comply with applicable laws, rules and regulations. *Work closely with region management to assist with implementation of department-wide policies, procedures, and programs. *Ensure that policies and procedures are uniformly implemented and applied throughout the unit. *Actively participates in the accomplishment of departmental goals and objectives, using team-based project management tools, techniques, and principles.		
	*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: <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 _____	

Percentage of Time
Required

Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

20%

*Provides technical expertise on the preparation of Local Government (LG)-1 contracts. *Oversee schedule A contract billing (AO-17s). *Provides oversight and technical expertise in the management and administration of local government grants. *Attend meetings with local government contractors and provide support in budget preparation for schedule C budgets that support the local government departments. Attend various recurring meetings such as Policy and Procedures committee meetings, budget meetings, and Board of Supervisor meetings when necessary. *Work with the Unit Personnel Manager and region staff to ensure Schedule 8 Labor reconciliation reports are complete, accurate, and on time.

5%

*Acts as the unit liaison and consults with Region Headquarters in all areas of finance and budgets. Attend unit Leadership Team and Chief Officer meetings. Other duties as required.

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Job qualifications and/or conditions of employment: **May be subject to working nights, weekends, and holidays to complete duties. This position may require state-wide and local travel, including overnight stays.**

"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