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| STATE OF CALIFORNIA<br>DEPARTMENT OF FORESTRY AND FIRE PROTECTION<br><b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b><br>PO-199 (06/16)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Working Title of Position<br><b>Fire Protection Administrative Support Manager</b> |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Division and/or Subdivision<br><b>Fire Protection/Aviation Management Unit</b>     |  |
| 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<br><b>McClellan, CA</b>                                   |  |
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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Position Number<br><b>541-065-4800-003</b>                                         |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Effective Date<br><b>9/8/26</b>                                                    |  |
| Percentage of Time Required                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                    |  |
| 30%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>The Aviation Management Unit (AMU) Staff Services Manager I, as qualified, under the supervision and with delegated authority of the Staff Services Manager II will perform the following duties:</b><br><br><b>Accounting and Budget Administration:</b> *Using FI\$Cal assists Aviation Management Unit's (AMU's) Procurement Office to split code over 1,000 invoices monthly to the proper contract and sub-object codes; maintain ledgers and historical records for well over 100,000 invoices; resolve invoice problems with vendors located nationwide; conduct weekly reconciliation of all financial data; updates budget workbook weekly; process all travel claims for contract and state personnel; and review and assess procurement and accounting procedures for possible improvement in methods and efficiency. *Assists with maintaining AMU's annual Personal Services (PS) and Operating Expenses (OE) budgets. *Coordinates quarterly review with the Chief of Aviation. * Provides technical recommendations and direction to program staff in administrative and fiscal areas. *Coordinates the annual budget loads to FI\$Cal.                                                                                                                                                                                                                 |                                                                                    |  |
| 20%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Contract Administration:</b> *Performs onsite contract administration for all aviation contracts and purchase orders, as well as other contracts to provide a variety of essential services such as leasing of facilities statewide, building and aviation parts security, janitorial, landscaping, building maintenance, student assistant, information technology support, hazardous material and waste removal, leasing of office equipment, heating, ventilation, and air conditioning service, etc. *Develop contract specifications, prepare bid packages, solicit bids, award contracts, process contracts through appropriate channels, and administer contracts through final payment. *Also administers multi-year purchase orders and contracts for aircraft buildup and modifications and a multimillion-dollar multiyear contract to provide contract maintenance and pilots for CAL FIRE's tactical aircraft. *These contracts for extensive, intricate in technical detail, involve millions of dollars, and receive intense scrutiny by CAL FIRE, the Department of General Services, and the Department of Finance.<br>*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. |                                                                                    |  |
| <b>Equal Employment Opportunity (EEO) Statement:</b> 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:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                    |  |
| "We have discussed this document in its entirety and understand the duties of this position."                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                    |  |
| Employee Signature _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Date _____                                                                         |  |
| Supervisor Signature _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Date _____                                                                         |  |
| Personnel use only <input type="checkbox"/> Posted to Directory                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Initials and date _____                                                            |  |

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| STATE OF CALIFORNIA<br>DEPARTMENT OF FORESTRY AND FIRE PROTECTION<br><b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b><br>PO-199 (06/16) - <b>PAGE 2</b>                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Working Title of Position<br><b>Fire Protection Administrative Support Manager</b> |      |
| Percentage of Time Required                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                    |      |
| 15%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | *Program contact for Budget Office for both initial budget allocations and budget maintenance.<br>*Develops, compiles, and analyzes fiscal and statistical data and information for use in justification for base program allocations, preparation of Program's annual budget and requests for Program modifications through the Budget Change Proposal process. *Prepares mid-year analyses of expenditures, including projections for both PS and OE. *Using this information, makes determination on units' financial condition using annual budget for comparison, makes recommendations on appropriate actions to be taken in management of fiscal resources                                                                                                                                   |                                                                                    |      |
| 10%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Personnel Administration: *Administer personnel transactions within the AMU. *Develop and oversee, internal hiring process, tracking and reporting. *Consult and collaborate with CAL FIRE's Human Resources management on program wide process changes, personnel hiring processes, and other related matters. *Consult on various topics to include best hiring practices, interviewing, organizational management, performance expectations, providing consistent coaching and feedback to employees in accordance with Departmental Personnel policies and procedures. *Review and provide consultation on recommendations for disciplinary issues to Fire Protections and AMU management. *Provide coordination in developing professional development strategies and mentoring opportunities. |                                                                                    |      |
| 10%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | *Serves as a point of contact for training coordination. *Monitors staff credentials to ensure they remain current, sending reminders for those expiring within 60 days and addressing any expired credentials promptly. *Tracks training and credential compliance using spreadsheets, SharePoint, and Vector Solutions. *Notifies staff of upcoming training opportunities and provides support with course enrollment.                                                                                                                                                                                                                                                                                                                                                                           |                                                                                    |      |
| 10%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | *Serve as a point of contact for the Personnel Specialist assigned to Fire Protection to support staff with benefit enrollments, event-based benefit changes, direct deposit setup, and other optional benefit programs. *Serves as a point of contact for escalating issues or concerns related to late wage payments as outlined in the MOU, benefit discrepancies, FMLA or disability benefit requests, separation or retirement discussions, inaccurate pay rates or hours, unresolved complex issues, and questions regarding leave accrual or usage. *Refers these matters to Administrative Support for resolution and follow-up.                                                                                                                                                            |                                                                                    |      |
| *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.                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                    |      |
| <b>Equal Employment Opportunity (EEO) Statement:</b> 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:                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                    |      |
| "We have discussed this document in its entirety and understand the duties of this position."                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                    |      |
| Employee Signature                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Supervisor Signature                                                               | Date |
| Personnel use only <input type="checkbox"/> Posted to Directory _____<br>Initials and Date                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                    |      |

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| STATE OF CALIFORNIA<br>DEPARTMENT OF FORESTRY AND FIRE PROTECTION<br><b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b><br>PO-199 (06/16) - <b>PAGE 3</b>                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Working Title of Position<br><b>Fire Protection Administrative Support Manager</b> |  |
| Percentage of Time Required                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                    |  |
| 5%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <p>*Performs other related duties as assigned, including participating in meetings, trainings, and special projects; providing backup support to team members; and assisting with tasks necessary to support the overall operations of the unit. *Duties may vary based on operational needs and departmental priorities.</p> <p>*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.</p> |                                                                                    |  |
| <b>Equal Employment Opportunity (EEO) Statement:</b> 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:                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                    |  |
| "We have discussed this document in its entirety and understand the duties of this position."                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                    |  |
| Employee Signature                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Supervisor Signature                                                               |  |
| Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Date                                                                               |  |
| <b>Personnel use only</b> <input type="checkbox"/> Posted to Directory      Initials and Date                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                    |  |