

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Supervisor I – Hiring & Performance Management	
		Division and/or Subdivision Northern Region / Sonoma Lake Napa	
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 St. Helena	
		Class Title of Position Supervisor I	
		Position Number 541-114-4800-003	
		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.		
35%	Under the direction of the Sonoma-Lake-Napa Unit (LNU) Deputy Chief of Administrative (AO) or designee, the Supervisor I is responsible for the direct supervision of LNU's Performance Management, Hiring, Return to Work (RTW) programs and Respiratory Protection Program (RPP). The Supervisor I serves as an advisor to the AO and the Unit Chief in matters related to the above program. *Provides direct supervision and leadership to the Unit's Hiring Analyst II, Personnel Analyst I, and Receptionist Office Technician to ensure effective operation of hiring, performance management, RTW, and RPP functions. *Ensures clear expectations, consistent standards of performance, and appropriate workload distribution for all supervised positions. *Provides regular communication, guidance, and support to staff, fostering a professional, collaborative, and productive work environment. *Serves as a backup for essential hiring duties during staff absences or workload demands, ensuring continuity of operations. *Ensures supervised programs follow applicable policies, procedures, and best practices, and elevates challenges, resource needs, and recommended improvements to the AO.		
30%	*Develops and maintains centralized tracking systems for performance management actions, including corrective interviews, Letters of Warning, administrative investigations, Notice of Adverse Action and related documentation. *Reviews draft performance management documentation to ensure alignment with California Department of Forestry and Fire Protection (CAL FIRE) policy, legal requirements, Memorandum Of Understandings (MOUs), and Region guidance. *Analyzes documentation for procedural consistency, due-process adherence, and compliance risks, and provides recommendations to supervisors and management. *Coordinates with region performance management staff to ensure Unit actions, timelines, and documentation standards meet region and statewide expectations. *Monitors timelines, procedural steps, and statutory requirements to ensure performance management actions meet required legal and policy standards. *Develops dashboards and reporting tools to identify trends, patterns, and compliance metrics related to performance management activities. *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: May be required to work nights, weekends, and holidays.			
"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 – Hiring & Performance Management	
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(35% Continued)	*Ensures documentation and tracking practices support audit readiness, legal defensibility, and consistency with region oversight requirements. *Ensures all performance management actions follow the appropriate approval pathway and that final approval of all elements occurs through the AO.		
15%	*Oversees the Unit's hiring program, ensuring hiring activities, workflows, and timelines comply with Departmental policy and state hiring requirements. *Provides leadership, guidance, and direction to staff responsible for hiring processes, supporting problem resolution and ensuring consistent application of best practices. *Ensures effective communication and coordination between the hiring program and Unit programs by maintaining clear processes for information flow and documentation accuracy. *Reviews hiring practices for consistency and compliance, identifies process gaps, and works with the AO to implement needed improvements. *Coordinates with the Division Chief of Administration to promote consistent and compliant hiring and personnel practices across the Unit. *Supports the AO in identifying staffing needs and ensuring recruitment processes align with Unit priorities.		
10%	*Oversees the Unit's RTW and RPP functions, ensuring all workers' compensation documentation, medical questionnaires, evaluations, and regulatory requirements are completed accurately and timely. *Provides direction and oversight to staff responsible for RTW and RPP activities, ensuring proper tracking, documentation, and communication with Region, human resources partners, medical evaluators, and affected supervisors. *Monitors workflows for completeness, timeliness, compliance, and employee readiness, and collaborates with the AO to resolve issues and implement process improvements. *Ensures RTW and RPP documentation, logging, and tracking practices support legal compliance, operational readiness, and departmental standards.		
5%	*Works collaboratively with Unit Supervisor I's, staff and the AO to foster a consistent, aligned, and efficient management services program across all administrative functions. *Coordinates on initiatives, policies, workflows, and issues that affect multiple program areas, ensuring integrated decision-making and cohesive Unit-wide practices.		
5%	Other duties as required.		
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