STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT

PO-199 (06/16)

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.

Working Title of Position
American Sign Language (ASL) Interpreter

Division and/or Subdivision
Northern Region Headquarters

Location of Headquarters
Santa Rosa

Class Title of Position
Support Services Assistant - Interpreter

Position Number
541-101-9820-001

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.
	Under the direct supervision of the Administrative Officer I, Northern Region Finance Manager, the Support Services Assistant – Interpreter (SSA-I) performs a wide range of interpreting services, for deaf or hard of hearing employees. The interpreter will interpret receptive and expressive communications between deaf/hard-of-hearing and hearing persons in various settings.
50%	*American Sign Languages and spoken language interpreting for deaf/hard-of-hearing staff members in group our individual settings, including but not limited to during professional meetings, telephone calls, one-on-one meetings, training sessions, departmental operations, inter-departmental meetings, staff gatherings and conferences. Interpreting may take place via phone, a virtual remote platform or in person.
40%	*Review and schedule interpreting requests. Schedule contracted interpreters when necessary.
5%	Interpret for the public and specific interest entities when needed during person-to-person meetings or telephone conversations.
5%	Additional job-related duties as assigned.
	DESIREABLE QUALIFICATIONS:
	Possession of at least one valid certificate issued by the Registry of Interpreters of the Deaf.
	*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: Proficiency in American sign Language (ASL). May involve travel, including overnight stays, as needed.

"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