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
Assistant Budget Officer

Division and/or Subdivision
Fiscal Services

Location of Headquarters
West Sacramento

Class Title of Position
Manager II

Position Number
541-024-4802-002

Effective Date
January 1, 2027

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 administrative direction of the Assistant Deputy Director, Budgets (CEA), the incumbent provides full management responsibility for planning, organizing and oversight of Budget Office staff engaged in the preparation, review, defense and processing of budget/fiscal documents. The incumbant also acts as the Assistant Deputy Director, Budgets in their absence. The incumbent:
25%	*Plans, directs and provides guidance to subordinate supervisors and their staff engaged in the development, review and maintenance of fiscal documents for State Fire Marshal programs, Fire Protection programs, Resource Management programs, Management Services/Fiscal Services programs, Workers' Compensation, Unemployment Insurance, Reimbursements, Federal Trust Fund and year-end closing with the Accounting Office. This would include, but is not limited to, Budget Change Proposals, Spring Finance Letters, projection of programmatic expenditures and recoveries, special fund revenue projections, updating Fund Condition Statements, reconciliation of budget authority, legal settlements, proposed regulations and sensitive/complex departmental issues that may arise. Personally interacts with departmental upper and executive management on the more sensitive and complex issues. Interacts with the assigned CAL FIRE Department of Finance budget analyst on some of these documents.
20%	*Formulates and implements the creation and maintenance of all internal budgetary policies and procedures in the CAL FIRE Handbook, and on the Budget Office intranet page, and provides oversight and guidance related to training Budget Office and departmental employees related to budget issues. Is accountable for customer satisfaction, quality service and the initiation or recommendation of changes that promote innovative solutions to meet internal and external customer needs.
	*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: See page 2.

"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
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Working Title of Position
Assistant Budget Officer

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
20%	*Coordinates preparation, review, defense and processing of the annual Governor's Budget including the galley document, detailed multi-year expenditure plans and numerous budget schedules. Also oversees staff responsible for budget hearing changes and maintenance of material for legislative testimony.
15%	*Provides fiscal advice, financial evaluation, funding expertise and program review to the Assistant Deputy Director, Budgets, and for upper and executive management. Personally completes budget/fiscal assignments independently on the most sensitive, complex and/or confidential issues.
10%	*Acts as a liaison to the Department of Finance, California Natural Resources Agency, the Legislative Analyst's Office and legislative staff on sensitive/complex department issues including preparation, review and approval of responses prior to their submission for Department of Finance approval.
5%	*Oversees staff in the preparation of responses related to media inquiries and Public Records Act requests.
5%	*Serves as Budget Office representative on multiple committees, task forces and special studies, including a budget liaison to the CAL FIRE Collective Bargaining Team.

*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: This position routinely works in excess of 40 hours per week. This position will require minimal travel averaging 5% annually for meetings at other CAL FIRE locations within the state.

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature	Date	Supervisor Signature	Date

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Initials and Date