

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (04/01)		Working Title of Position <b>AOII Operations Support</b>	
		Division and/or Subdivision <b>Southern Region</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 <b>RIVERSIDE</b>	
		Class Title of Position <b>ADMINISTRATIVE OFFICER II</b>	
		Position Number <b>541-401-4558-005</b>	
		Effective Date <b>February 2, 2018</b>	
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 general direction of the Regional Administrative Officer (AOIII), the Administrative Officer II (AOII Operations Support) has the responsibility for supervising, planning, organizing and prioritizing workloads for all Operations program support staff. Incumbent is the main point of contact for all hiring related documentation, processes, and provides guidance to higher level management.		
30%	*Plan, organize, and direct the Southern Region Operations program support staff, providing direct supervision to the Forestry Logistics Officer I, Staff Services Analyst, Office Technicians, and Custodian. *Provides technical expertise and counsel to Southern Region Operations management regarding all hiring related issues. *Initiate PO-200 packages and work with Southern Region-Fresno hiring staff in the PO-200 process to ensure consistency and proper documentation for Southern Region Operations. *Provide guidance on compliance with State Civil Service system rules. *Develop questions for and coordinate job selection interview panels. *Participate on Qualification Appraisal Panel (QAPs) and job selection interviews. *Develops, coordinates, and conducts training on the examination and hiring process. *Conduct reference checks and complete the necessary documentation to gain clearance for hiring.		
15%	*Provide direction, assistance, and clarification of procedures to the Training Staff Services Analyst and Office Technicians. *Develop reports for Region Management on Southern Region personnel and training needs, projected budgetary impacts. *Track and audit of Southern Region JAC apprentices, completion and processing of TR-60 forms, and attendance for Region Training classes. *Develops training alternatives and provides potential impacts of management decisions.		
	*Give assistance and direction to the Staff Services Analyst for Contract County with auditing incident invoices and analyzing billing invoices for appropriate reimbursement. * Develop operational and/or administrative guidelines that will correct any identified problems and procedures that will correct invoicing bottlenecks. *Make recommendations to management for additional modifications as needed.		
	*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.		
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			

Percentage of Time  
 Required

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

10%

\*Provide direction for the planning and managing of the logistical support at the Southern Region Operation Facility. \*Ensure compliance with all State and Federal regulations, procedures, and policies related to procurement and purchasing documentation.\*Develop procedures for future inventory within the Region.

5%

\*Supervise and direct the Southern Region Operational Custodial needs. \*Ensure that all policies and procedures are being followed according to Health and Safety regulations and codes. \*Directly supervise the employee who is responsible for maintaining the headquarters building along with all other outlying building and facility grounds. \*Provides direction and guidance to the Custodian while they are instructing or leading inmates.

5%

Other duties as necessary.

\*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.

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

Posted to Directory

\_\_\_\_\_  
 Initials and Date