

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)		Working Title of Position <b>Office of Program Accountability Support Analyst</b>	
		Division and/or Subdivision <b>Office of Program Accountability</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>Sacramento</b>	
		Class Title of Position <b>Staff Services Analyst</b>	
		Position Number <b>541-023-5157-001</b>	
		Effective Date <b>April 2024</b>	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
40%	Under the general direction of the Staff Services Manager I (Office of Program Accountability, Audit Related Services and Liaison Support Manager), the incumbent performs the following:  *Gathers, compiles, prepares, interprets, and maintains documentation of fiscal monitoring reports. *Establishes strategies and conducts analysis of fiscal data gathered from various automated systems, including the Financial Information System for California (FI\$Cal). *Performs continuous budgetary review through tracking Office of Program Accountability monthly financial status reports, creates fiscal tracking systems, upholds fiscal records by maintaining accurate spreadsheets, and analyzing fiscal data (e.g., monthly reconciliation, projections, expenditures) for review and approval by the Office of Program Accountability Manager. *Makes recommendations to the Office of Program Accountability Manager on the financial status of the program. *Functions as the primary certified purchaser. *Receives and prepare invoices for timely payment. *Independently documents, tracks, orders, and maintains appropriate levels of Office supplies/assets. *Processes and monitors contracts and amendments in conjunction with Business Services Office. *Advises Office of Program Accountability Manager on policies, procedures, and program alternatives to streamline fiscal activities.		
25%	*Performs consultative and analytical work. *Develops, administers, and maintains a variety of special projects and programs with the assistance of the Office of Program Accountability Manager including, but not limited to, ensuring Departmental compliance with the Institute of Internal Auditors (IIA) Quality Assurance and Improvement Program requirements, California Whistleblower Protection Act annual notification and compliance checks, and State Administrative Manual 20080 reporting requirements. *Develops and maintains policies, procedures, and desk manuals.		
	*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 _____ <div style="text-align: center;">Initials and date</div>			

