STATE OF CALIFORNIA		Working Title of Position			
DEPARTMENT OF FORESTRY AND FIRE PROTECTION		Office of Program Accountability Support Analyst Division and/or Subdivision			
POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT		Office of Program Accountability			
PO-199 (06/16)	ector is required by Government Code Section	<u> </u>			
19818.12 to report (or to re	ecord) "material changes in the duties of any	Location of Headquarters Sacramento			
position in his or her jurisdi	iction". The Position Essential Functions Duties	Class Title of Position			
Statement is used for this purpose. Enter identifying information and effective		Staff Services Analyst			
date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered		Position Number			
paragraphs and indicate the percentage of total time occupied. Indicate the		541-023-5157-001			
"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		Effective Date			
with the employee assigned to the position. Both the employee and		April 2024			
supervisor sign the docume	ent where indicated. The supervisor retains the				
	vides a copy to the employee.	ver angianed to the position identified above performe			
Percentage of Time Required	the following duties and responsibilities.	yee assigned to the position identified above performs			
lioquirou					
4	Under the general direction of the Staff Services Manager I (Office of Program Accountability,				
		ort Manager), the incumbent performs the following:			
40%	*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				
		iscal tracking systems, upholds fiscal records by			
		analyzing fiscal data (e.g., monthly reconciliation,			
		approval by the Office of Program Accountability			
		e Office of Program Accountability Manager on the			
		s as the primary certified purchaser. *Receives and			
		ependently documents, tracks, orders, and maintains ts. *Processes and monitors contracts and			
		s Services Office. *Advises Office of Program			
		edures, and program alternatives to streamline fiscal			
	activities.	dales, and program alternatives to streamline hood			
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				
Equal Employment		RE 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		visor Signature Date			
Personnel use only	Posted to Directory	ils and date			

	STRY AND FIRE PROTECTION AL FUNCTIONS DUTIES STATEMENT	Working Title of Position Office of Program Accountability Support Analyst		
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Percentage of Time Required	Effective on the date indicated, the employee a the following duties and responsibilities.	assigned to the position i	dentified above performs	
20%	*Assists in coordinating Returning Veterans: Enlisting Their Skills for CAL FIRE Service (R.V.E.T.S) workgroup activities. *Develops and/or collaborates on the development of recruitment material, fact sheets, training presentations, and other publications. *Acts as a Departmental representative at career fairs, workshops, symposiums, and other military community events. *Maintains R.V.E.T.S. calendar and Intranet/Internet pages. *Maintains and/or enhances procedures related to the Department's R.V.E.T.S Hotline, R.V.E.T.S activities with other programs.			
10%	*Consults with various program staff and/or management as needed to resolve problems. *Independently originates, prepares, formats, and types of correspondence. *The correspondence may require interpreting information and referring to a variety of sources such as State and Department files, records, and publications. *The correspondence may be confidential and sensitive in nature. *Participates in meetings with internal and external stakeholders. *This includes, but is not limited to, scheduling meetings, preparing agendas, developing, and editing briefing documents, and presenting information to technical and executive level audience. *Performs attendance clerk responsibilities. *Maintains training records. *Processes travel claims. *Manages record retention.			
5%	Other job-related duties as required.			
	*These are the essential functions for this position. Essen the position must be able to perform unaided or with the as			
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: Up to 20% percent travel throughout the State may be required, with possible overnight stays.				
"We have discussed this document in its entirety and understand the duties of this position."				
Employee Signature Personnel use only	Date Supervisor S Posted to Directory Initials and Date		Date	