

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Staff Service Analyst Remittance	
		Division and/or Subdivision Fire Protection / Civil Cost Recovery	
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 Sacramento	
		Class Title of Position Staff Service Analyst (General)	
		Position Number 541-522-5157-004	
		Effective Date July 1, 2018	
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 general supervision of the Deputy Chief and guidance from the Deputy or Division Chief of the Civil Cost Recovery Program (CCR). The incumbent performs analytical staff support for the Civil Cost Recovery Program to include the following duties: *Perform remittance coordinator duties for civil reimbursement and criminal restitution. Maintain logs, spreadsheet and databases of reimbursement and restitution. Prepares annual reports for the department and legislature. Works with Departmental Accounting Office (DAO) on audits of the fire costs recovered from civil and criminal cases. Work with other programs to ensure efficient process.		
20%	*Evaluate Civil Cost Recovery (CCR) Program procedures for effectiveness, efficiency, relevance and provide updated recommendations to the Deputy or Division Chief of CCR Program for changes. Suggest new procedures or desk references as needed and prepare drafts for review.		
20%	*Assist in grant preparation, documentation, tracking, implementation and review. Assist in the expert witness hiring & payment process, tracking and documentation for fire investigators.		
10%	*Track, review, and generate reports for the Department of Forestry and Fire Protection (CAL FIRE) Vehicle Home Storage Program under the direction of the Assistant Deputy Director of Fire Protection.		
5%	*Assist in out-of-state travel preparation, track, review and make travel preparations for the out-of-state travel program under the direction of the Assistant Deputy Director of Fire Protection.		
5%	Reasonably engage in emergency incidents in a support function as part of the Total Force Concept. *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:			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only <input type="checkbox"/> Posted to Directory		_____ Initials and date	