

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position <u>Staff Services Analyst</u>	
		Division and/or Subdivision <u>OSFM Fire Engineering & Investigations Division</u>	
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 <u>Sacramento</u>	
		Class Title of Position <u>Staff Services Analyst (General)</u>	
		Position Number <u>543-542-5157-002</u>	
		Effective Date	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
45%	<p>Under direct supervision of the Fire Engineering Division's, Staff Services Manager I, the Staff Services Analyst (General) (SSA) is responsible for providing program coordination; analytical review of program policy and procedures for program development and enhancement, while providing consultation to staff of various level. The duties of this SSA include, but are not limited to,</p> <p>*Review department policies and procedures to develop, maintain, and implement processes for licensing, renewal, certification and listing. *Advise management on the development of regulatory revisions relating to program licensing, listing, and certification. *Keep management advised of any sensitive issues that arise within the program and make recommendation for resolution. *Ensures program compliance with the preparation of submittal packages from companies and licensees by applying department regulations and guidelines. *Analyze and make recommendations to the Program Coordinator in the development of program policy and procedures to preserve program compliance. *Analyze technical and statistical data; including, but not limited to budget and accounting data from a variety of sources to develop monthly and yearly reports for program and management. *Research, interpret and fulfill requests for background information from local fire authorities, industry, licensees and licensees to provide accurate guidance. *Consult with stakeholders and consumers to accommodate inquiries related to program regulations. *Effectively prioritize position workload to ensure all routine assignments and special project deadlines are met.</p>		
30%	<p>*Maintain, update and monitor vendor and program records for compliance with State laws, rules and regulations. Review and analyze proposed legislation to advise management of potential impact, and present a proposed course of action as an effective alternative. Provide input and knowledge on the development and preparation of policy and procedural memoranda and written correspondence.</p> <p>*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.</p>		
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 _____	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%

*Assist with developing, coordinating, scheduling and proctoring examinations for certification and licensing. Prepare and distribute Fire Engineering Division Advisory Committee Meeting Minutes. *Provide guidance for the Division's Management Services Technicians and Office Technician.

10%

Provide assistance with administrative office work and support, such as procurement of services and supplies, travel arrangements. Filing, preparing correspondence, meeting coordination, and meeting minutes, as needed.

5%

Other related duties as assigned.

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Employee Signature _____

Date _____

Supervisor Signature _____

Date _____

Personnel use only

Posted to Directory

 Initials and Date