STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT

PO-199 (06/16)

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.

Working Title of Position
Capital Outlay Planning Analyst

Division and/or Subdivision
Management Services - Technical Services Section

Location of Headquarters
Headquarters Region - Sacramento

Class Title of Position
Associate Construction Analyst

Position Number
541-025-4106-002

Effective Date
October 1, 2019

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
	Under direction of the Real Property Manager, a Supervising Land Surveyor, the Associate Construction Analyst (ACA) performs responsible and complex construction analysis work in planning and administering the Departments Capital Outlay (CO) Program and the CO budgetary process.
*50%	CO Planning and Analysis: Analyzes and makes independent recommendations on major CO requests of CAL FIRE Regions in relation to established standards and policy; studies and gathers data for size, type, and costs of structures, methods of construction and optimum space utilization in relation to functional and operational needs in the development of Capital Outlay Budget Change Proposals (COBCPs); organizes, and gives direction to CAL FIRE Section, Region, and Unit staff in the preparation, review, and analysis of COBCPs; liaison with Regional Coordinating Engineers; reviews design plans, documents, and edits COBCP's, to ensure consistency with the plans and conformity with State Administrative and Budgeting policy; performs analyses and investigations; develops facts and prepares reports on priority and acceptability of requested projects for inclusion in the CAL FIRE 5-Year Plan, 10-Year Plan, and the CO budget; prepares requests for the Dept. of Finance (DOF), outlining legislative intent on scope and standards of proposed construction, for inclusion in the program funding; confers as directed with DOF and the Dept. of General Services (DGS), on construction requests and needs; acts as liaison with DOF CO analysts, DGS Project Directors, CAL FIRE Region, Technical Services and Budget Office staff; coordinates, prepares, and reviews completed Budget packages; interfaces with the Legislative Analyst office and attends Legislative hearings as advisor to the Chief of Technical Services on questions concerning COBCP's; monitor and track construction projects.

*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: This position requires travel to all CAL FIRE owned and leased facilities throughout the State. A class C license is required.

"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

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DEPARTMENT OF FORESTRY AND FIRE PROTECTION
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Working Title of Position
Capital Outlay Planning Analyst
(Associate Construction Analyst)

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
*25%	Coordinates and tracks on-going funding and expenditures from initial funding through construction and project closeout for CAL FIRE CO projects and analyzes all transfers of project funds for Chief of Technical Services approval; acts as lead over staff for preparation of fund transfer documentation, Public Works Board agenda items, and Pooled Money Investment Board loan requests; liaison with other CAL FIRE units and Regions.
*10%	Provides analysis and planning assistance to the Chief of Technical Services on Departmental issues such as, project space management and environmental matters. Prepares Legislative bill analyses; develops training materials for field staff and managers.
*10%	Prepares various analysis and reports for CO Program planning such as facility age profile studies, current and future programmatic need for facilities, and proposals to DOF for prototypical facility plans using Microsoft Office applications (Access, Word, Excel, Visio, and others). Direct and participate in database and tracking efforts, including liaison and management of consultant contracts for facilities inventory, management, and replacement planning.
5%	Assists in various office duties including planning and organizing of various meetings; analyze computer software; analyze and recommend innovative procedures to streamline processes and improve efficiency; other duties as required.
	Desirables: Knowledge and experience in architectural planning, design, construction, estimating, and in the state budgetary and funding process, for capital outlay projects.
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Initials and Date