

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Staff Services Analyst – Finance	
		Division and/or Subdivision San Luis Obispo Unit	
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 San Luis Obispo	
		Class Title of Position Staff Services Analyst (General)	
		Position Number 541-316-5157-601	
		Effective Date 11/01/2020	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
25%	<p style="text-align: center;"> Under supervision of the Assistant Chief of Administration (AO), the Staff Services Analyst (SSA) would be assigned to the Unit's Management Services Division and will provide recommendations to Unit management regarding development of policies and procedures and ensures adherence to Unit's procedures as they relate to budgeting and procurement. </p> <p style="text-align: center;"> *Audit California Purchasing Card (CAL CARD) statement of accounts for all Unit purchases, ensuring all purchases are in accordance with the Department of Forestry and Fire Protection (CAL FIRE) CAL CARD policies and procedures which are in accordance with the Department of General Services policies. *Analyze and submit for approval payment documents, ensuring proper payment processing according to CAL FIRE's contractual agreements with other state and federal agencies. </p>		
25%	<p style="text-align: center;"> *Provide consultant services and technical expertise to the AO on a variety of administrative matters including contracts, budgeting and finance. *Reconciles Financial Information System for California (FI\$CAL) and makes the necessary Journal Voucher corrections (JV's). *Analyze FI\$CAL's difficult problems and the most difficult errors and ensures that proper correction documents are prepared and processed as necessary. *Monitor Unit's budgetary matters throughout the year to ensure they remain within allotments or to assist in redirecting funds to meet priorities. *Analyze and provide recommendations to the AO on all budgetary matters including the development of budgets, purchase planning, allocations, reimbursement, out-of-state travel and transfer of budget allotments. *Independently collect and prepare data for management at mid-year, which identifies problem or potentially problematic areas. *Assist in the year-end accrual process and preparation of the end of year budget analysis for management. </p> <p style="text-align: center;"> <small>*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.</small> </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: The individual who holds this position must be able to perform the duties unaided or with the assistance of a reasonable accommodation. Will be required to work irregular hours and days, including weekends and holidays during an emergency.			
"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.

20%

*Maintain and update Unit's fiscal expenditures and develop projections with current personnel and Operating Expenses & Equipment figures, databases, spreadsheets and other processing programs to assist with current information to facilitate budgetary and other fiscal reporting and compliance with CAL FIRE policies.

15%

*Audits, verifies, corrects, and adds additional information to all purchasing documents, invoices (including all non-liquidating documents, i.e., utility bills, CAL CARD, agreements, purchase orders, etc.), Material Requisition Transfer's (MRT), and miscellaneous pay documents and forwards to the DAO. *Assist in program evaluation and planning, systems development and project management. *Research and gather data; develop statistical reports and provide recommendations to Unit management, *Work as a liaison with other agencies, groups and individuals in connection to CAL FIRE activities.

10%

*Responsible for processing and issuing salary advances, uniform advances, miscellaneous revolving fund warrant requests including the more difficult and complex statistical records requiring independent action. *Arranges issuance of payment to vendors. *Assists the DAO for the reimbursement to the revolving fund from the State Controllers Office. *Manages the revolving fund at the unit level. *Prepares and logs checks issued. *Forwards check foils, backup documentation and transmittals to the DAO. *Orders new check stock as required. *Clears accounts receivable, i.e., travel advances, and works with Personnel on salary related advances, contacting employees, if necessary. *Prepares and submits deposits to the bank.

5%

*Coordinates the receipt and disbursement of all State Controller issued payroll checks in accordance with policies and procedures. Other duties as assigned.

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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

Posted to Directory

 Initials and Date