

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Cooperative Fire Protection Program Analyst	
		Division and/or Subdivision Cooperative Fire Programs / Admin Support	
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 Associate Governmental Program Analyst	
		Position Number 541-064-5393-7xx	
		Effective Date 7/1/2021	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
25%	Under the direction of the Staff Service Manager I Administrative Officer of the Cooperative Fire Program and direction of the Forestry and Fire Protection Administrator (Staff Chief) for Cooperative Fire Program, the incumbent will provide technical analysis, support and coordination to the Fire Protection Administrative Unit and Fire Protection Headquarters (FPHQ) programs performing the following duties:		
25%	Budget Change Proposals & Augmentation: *Conducts analysis for and preparation of Budget Change Proposals (BCPs) and Augmentation requests relating to the Fire Protection Programs. *Works closely with program staff to provide technical expertise, analysis and recommendations during the evaluation and formulation phase of new proposals. *Coordinates and develops implementation plans with headquarters' programs (Contracts, Budgets, HR, Accounting, etc.)		
25%	Blue Book and Gray Book: *Research and analyze statistical data related to the development and annual updates of the Departments Blue Book Fire Protection Staffing Standards and the Gray Book Allotments for Contract Counties. *Reviews and verifies Unit and Region staffing standards with Region Administration. *Provides analysis and identifies deficiencies for program.		
	Administrative Budgets: *Establish and maintain budget tracking by program area, location, and fund sources requiring reconciliation of various reports (Schedule 8, Standard 607s, Contracts, and Agreements). *Prepare and track necessary budget movements for personnel services and operating expense budgets. *Research and provide reports on the status of Cooperative Fire Protection financial conditions. *Analyze contract agreements multi-year rollout budget loads and expenditure tracking. These analyses may cover directly controlled fiscal operations as well as Cooperative Fire Protection program areas and fiscal resources allocated statewide and under regional or unit level control. *Coordinate quarterly budget reviews with Administrative Chief.		
	*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 encounter 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.

20%

*Receive, gather information for, responses to appropriate Management Services programs for regular annual reports (e.g. Schedule 7, Schedule 8, Re-appropriation Requests).

5%

Other tasks within classification as needed.

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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