Working Title of Position
Resource Management Administrative Unit Analyst
Division and/or Subdivision
Resource Management / Administrative 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
Sacramento, CA

Class Title of Position
Associate Governmental Program Analyst

Position Number
541-720-5393-904

Effective Date
09/26/2022

Percentage of Time Required

Under the direction of the Department of Forestry and Fire Protection’s (CAL FIRE) Resource Management Administrative Unit (Unit Manager), the incumbent will work on a broad array of administrative program support and interdisciplinary issues including general analytical support, contract management, statistical analysis, budget analysis, report writing and records management, program support for grants, purchasing, program employee records and reporting, grant and contract audits, and general support for Resource Management’s Wildfire Resilience Program. The Wildfire Resilience Program provides technical assistance and public outreach to non-industrial timberland owners through Forestry Assistance Programs including Forest Legacy, California Forest Improvement, the Lewis A. Moran Reforestation Center (LAMRC), and Public Education. Duties and responsibilities include, but are not limited to the following:

25%

Contract Management, Statistical Analysis, and Record Management:
*Coordinate and administer all contracts within the Wildfire Resilience Program. *Develop and monitor CAL FIRE-301’s (contract requests), and working documents, coordinate with Business Services Office personnel for contract maintenance. *Document any contractor performance issues, monitor contracts for payment, review invoices for accuracy and authorize payment of invoices for services rendered. *Independently create the budget detail for each contract based on a needs analysis for the upcoming contract period and track contract usage to report back to management. *Ensure reporting compliance as specified in the scope of the contract. *Receive FISCal training. *Compile and maintain records of Wildfire Resilience activities, expenditures, and equipment. *Analyze program activity records to identify trends and maximize effectiveness. *Maintain State property inventories for the LAMRC as required by the CAL FIRE Business Services Office (BSO).

*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 up to 10% of the time. This travel may be local or statewide and may involve overnight stays.

"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
Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

<table>
<thead>
<tr>
<th>Percentage of Time Required</th>
<th>Duties</th>
</tr>
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</table>
| 25%                         | **Budgeting and Expenditures**  
  * Assist with developing and managing program budgets and expenditures. *Develop progress and financial reports. *Develop and administer contracts as needed. *Ensure programs are continuously prepared for audits. *Respond to audits from internal and external control functions in relation to grant programs and/or contracts administered. |
| 20%                         | **Grant Solicitation, Monitoring, Tracking, and Reporting**  
  * In consultation with program managers, develop grant guidelines, forms, and criteria to meet program goals and objectives. *Work with staff at region offices and the Sacramento Grants Management Unit to track grant project status, reporting and invoicing for grants statewide. Independently analyze and make recommendations to the program managers on how to improve tracking and accountability for grants. *Devise a system for providing timely feedback to field staff and grantees on grant status, reporting, and invoice processing information. *Serve as a central point of contact for Grants Management Unit staff, field staff, and grantees for Resource Improvement grant projects and processes. *Independently gather information from grant files, field staff, and other sources relating grant projects for reporting to control agencies. |
| 15%                         | **Research and Reporting:**  
  * Assist the Staff Chief as the first point of contact from the public for inquiries. *Research and distribute technical information to internal and external stakeholders with respect to the Forestry Assistance, Forest Legacy, Seed Bank and Nursery Operations. *Attend meetings with various federal, state, local and non-profit entities as a representative of the Wildfire Resilience Program. *Attend Forest Management Task Force meetings and report back to the Wildfire Resilience Staff Chief on meeting outcomes and action items. *Perform routine program functions including phone calls, e-mails, maintaining and updating the Forest Stewardship website for currency and relevance. |

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*Employee Signature  * Date  * Supervisor Signature  * Date

□ Posted to Directory  __________ Initials and Date
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<table>
<thead>
<tr>
<th>Percentage of Time Required</th>
<th>Miscellaneous Functions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>10%</td>
<td>*Assist management with analysis of administrative issues, public requests, legislative and processing legal requests. *Assist the Staff Chief by interacting with the CAL FIRE Communications Office and Legislative Office to provide analysis and recommendations to management regarding content to be posted or distributed through other media. *Assist with responses to Public Records Act (PRA) requests as well as provide general technical expertise to inquiries related to the Forestry Assistance and L.A. Moran Reforestation Center. *Perform program administration user functions, including database input and maintenance. *Manage, maintain, and edit data in a tracking system that manages public concern issues. *Receive information from management for inclusion into the system. *Upon request, retrieve information and/or reports from the system.</td>
</tr>
<tr>
<td>5%</td>
<td>Other Duties As Assigned:</td>
</tr>
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<td></td>
<td>Perform other job-related work as required to support Resource Management administrative needs. Perform other job-related work as required to support the Department's mission of serving and safeguarding the people and protecting the resources of California.</td>
</tr>
</tbody>
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