

CURRENT

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Finance Services Analyst	
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.		Division and/or Subdivision Southern Region- Riverside Unit	
		Location of Headquarters Perris	
		Class Title of Position Staff Services Analyst	
		Position Number 541-312-5157-006	
		Effective Date July 1, 2025	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
30%	<p>Under the supervision of the Staff Services Manager I (SSMI) in State Finance, the Finance Staff Services Analyst (SSA) is responsible for the maintenance and reconciliation in FI\$CAL of purchases within the Riverside Unit. Performs a wide variety of analytical accounting duties, maintains complex statistical and financial records, completes annual reports, and other finance/administrative duties. Ensures all duties are performed in accordance with all applicable statutes, regulations, policies, and procedures with a very high level of accuracy.</p> <p><u>Duties</u></p> <p>*Completes professional staff work related to State of California Purchase Card (P-Card) processing to help ensure that the Unit follows generally established criteria from various sources including the State Administrative Manual (SAM) and department policies and procedures. *Serves as the Unit P-Card processing/billing/dispute coordinator by assisting Staff Services Manager I resolve payment and dispute issues at the Unit level by researching, analyzing and using independent judgement to interpret and apply regulations.</p> <p>*Performs as program evaluator between cardholders, approving officials, and the Department of Accounting (DAO). *Notifies cardholders, Staff Services Manager I, and all approving officials of changes in policies and procedures. *Evaluates FI\$CAL processes on a routine basis to make recommendations to Staff Services Manager I to help create a more efficient flow routine for accounting processes.</p>		
25%	<p>*Reviews FI\$CAL documents for accuracy and conformity to rules and completeness to aid with timely approval of P-Card Reconciliation processes. *Analyzes data and reports to accurately process AO-17's for operational expenditures for Schedule A, B, and county agreements. *Verifies and types out document logs in database for Revolving Fund, Direct Transfer, Petty Cash, CAL-Card, and Non-Liquidating expenditures. *Codes documents and types out transactions into the Automated Field Accounting System using the appropriate index/object and PCA codes to produce expenditure, daily balance, encumbrance, and adjustment reports.</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: Maintain ability to work with various levels of staff and management, multi-task and prioritize, pay attention to details and perform completed staff work. The candidate selected may be required to work nights, weekends, holidays and be able to travel throughout the state.			
"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%	*Prepares and types out documents for transmittal of revolving fund checks issued. *Oversees the maintenance of revolving fund logs for submittal to Region Headquarters. *Researches and determines outstanding revolving fund checks for final payment from State Controller's Office (SCO), corrects course of action, and implements steps to resolve outstanding balances on travel advances and overpaid travel claims. *Types collection letters for all outstanding Revolving fund balances. *Assists Staff Services Manager I to prepare local agreement expenditures (AO-17) to assure timely submittal of expenditure reports for the Request for Revolving Fund Checks
15%	*Assists Unit Finance team with analytical duties. *Evaluates reports to ensure that accounting for all revenues and expenditures is accurate, that all transactions have been assigned to the appropriate funds, and that unit/program managers are aware of their spending levels with the Riverside Unit budget. *Prepares FI\$CAL Transfer of Budget Allocations (TBA's) for Staff Services Manager I's approval when necessary. *Analyzes spending activities and explores cost-saving opportunities to make recommendations to Staff Services Manager I on reducing costs and improving efficiency. *Facilitates implementation of approved cost saving initiatives.
5%	*Interpret policies, rules, and manuals to evaluate Unit accounting processes to help ensure that all year-end accounting requirements are completed as required. *Prepares Journal Vouchers (JVs). *Consults with Staff Services Manager I on specific issues or problems. *Maintains all records and filing systems related to the unit accounting actives as required by governing directive, including those for storage of confidential documents. *Accounts for blank check stocks, ensuring they are stored in a secure location, are logged in and out, and are used appropriately as required by governing directives. *Assists the Staff Services Manager I in processing and typing lists for master employee payroll and overtime checks. *Types revolving fund checks for salary advances and Emergency Fire time checks for paid volunteer firefighters.
5%	Other duties as required.
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Employee Signature

Date

Supervisor Signature

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Personnel use only

☐ Posted to Directory

Initials and Date