

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	
		Division and/or Subdivision Southern Region / San Diego 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 Puerta La Cruz Conservation Camp	
		Class Title of Position Staff Services Analyst (General)	
		Position Number 541-336-5157-001	
		Effective Date July 11, 2025	
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 supervision of the Assistant Chief (Division Chief, Northeast Division/PLC Camp) and general direction of the Administrative Fire Captain, the Staff Services Analyst (SSA) is responsible for budget management, procurement, contracting, and program analysis at the Puerta La Cruz (PLC) Conservation Camp. The SSA will have frequent contact with upper-level personnel in other state departments, outside cooperating agencies, and local officials. All duties performed are in accordance with applicable statutes, regulations, policies and procedures, and with a very high level of accuracy. Specific duties and responsibilities include: BUDGET MANAGEMENT: *Oversee and administer the finances of the PLC Camp performing a wide variety of analytical accounting duties, maintaining complex statistical and financial records. *Strategic budget forecasting and preparation based on priorities outlined by the Division Chief. *Maintain and reconcile the PLC Camp budget and operating expenses. *Independently process and maintain records for mid-year and year-end. *Analyze data and forecast revenues, reimbursements, and expenditures through the end of the fiscal year by comparing historical trends to the current needs of the PLC Camp. *Prepares miscellaneous budget reports, quarterly reports, and year-end financial statements by reconciling accounting records in Financial Information System for California (FI\$Cal). *Provide accurate and timely budget information to be utilized by the Division Chief and Unit Administrative Officer.		
25%	PROCUREMENT AND CONTRACTING: *Manage and oversee all financial transactions at PLC Camp. *Complete and process financial documents (e.g., Purchase Orders, Service Orders, Material Requisition Transfers, etc.). *Enter the purchase documents into FI\$Cal. *Process and reconcile monthly procurement documents relating to P-Card expenditures. *Order and monitor the receipt of goods. *Revise, correct, code, and process the CalATERS Travel Expense Claims. *Initiate paperwork on relocation expenses. *Manage and oversee contracting at the PLC Camp including but not limited to; routine services, minor and major maintenance repairs, minor capital outlay requests, using best practices, and following all state contracting rules. *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: May be required to work nights, weekends or holidays in support of emergency incident. Employees must have valid medical and PREA clearance on file.			
"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 _____			

Working Title of Position
Staff Services Analyst

Percentage of Time Required Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

15%	PROGRAM ANALYSIS: *Analyze, manage, and provide recommendations for programs at PLC Camp including but not limited to: training, vegetation program management, logistics, and subsistence. *Policy analysis, compliance, creation, and revision. *Regulatory review and compliance.
15%	PERSONNEL MANAGEMENT: *Oversee the personnel budget to verify accuracy of the Civil Service Permanent employee salary, overtime planned and unplanned, and benefit use on a monthly basis and verify through Fi\$Cal. *Create and manage personnel rosters, working files, and assist with personnel scheduling utilizing an electronic scheduling system.
10%	CLERICAL WORK: *Type memorandums, letters, and confidential materials. *Process incoming and outgoing mail. *Perform receptionist duties as necessary. *Utilize Microsoft Office, Excel, Outlook, Power Point, Share Point, TEAMS in support of staff work at the direction of the Division Chief.
5%	MISCELLANEOUS TASKS: *Record automotive repairs, costs, preventative maintenance and fuel records. *Order renew and supervise gasoline credit cards. *Oversee the collection and purging of driver's logs. *Process ME-101 cards by entering data into the fleet system of record. *Process completed vehicle accident reports. *Assist in areas where the Division Chief designates.
5%	Other duties as required.

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Employee Signature

Date

Supervisor Signature

Date

Personnel use only

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Initials and Date