

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position EMS Analyst	
		Division and/or Subdivision Cooperative Fire Protection - EMS	
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 715 P Street Sacramento, CA 95814	
		Class Title of Position Staff Services Analyst	
		Position Number 541-067-5157-704	
		Effective Date 8/6/25	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
35%	Under the supervision of the Emergency Medical Services (EMS) Program Staff Services Manager I, the EMS Analyst will provide administrative support to the EMS Program and will perform the following duties: *Performs clerical, analytical and office type work in support of the EMS program that may include preparing, tracking, analyzing, processing, and maintaining documents, databases or information related to the EMS Program for CAL FIRE. *Monitors the EMS inbox and coordinates the proper delivery of incoming messages to the appropriate Program staff. *Assists with the maintenance of the CALFIRE EMS intranet page/SharePoint and uploading necessary documents. *Coordinates with EMS Program management and staff on special projects as requested. *Assists with the EMS Program Desk Manuals as needed.		
25%	*Prepares and/or organizes itineraries, agendas, schedules, meeting notes, announcements, notices, and other documents as directed. *Prepares and coordinates necessary travel arrangements as requested by the Staff Services Manager I for EMS Program staff. *Processes and maintains departmental records related to travel expense claims, travel advances, and/or necessary travel/per diem arrangements and coordination.		
20%	*Maintains and coordinates all Program purchases for supplies and/or equipment. *Assist with purchasing by creating Purchase Orders processing any reconciliation and other financial documents as needed. *Maintains and tracks list of all IT supplies within the EMS Program. *Maintains and tracks EMS required monthly and/or yearly tracking documentation for uniform personnel.		
*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: See Page 2.			
"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.

15%

*Assists in the development of concept papers, reports, and Budget Change Proposals (BCP) for EMS programs and/or projects. *Researches and seeks funding sources, including grants and alternative funding sources. *Assists in presenting findings to the Staff Services Manager I and other EMS Program leadership

5%

*Other job-related duties as required, or as operational needs dictate.

*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.

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Job qualifications and/or conditions of employment: Incumbent should be able to communicate effectively, work independently or as a team member on projects/assignments, handle a dynamic workload with no constraints, and utilize various software including, but not limited to: Microsoft Word, Excel, PowerPoint, Access, patient care reporting software, crystal reports and other web-based software. A Criminal Offenders Records Information (CORI) Search may need to be completed for authorization to handle criminal background information per California Code of Regulations. This position may require local and/or statewide travel; this travel may include overnight stays (occurs less than 5% of the time.).

"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