

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Associate Construction Analyst	
		Division and/or Subdivision Management Services – Technical Services	
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 Headquarters Region - Sacramento	
		Class Title of Position Associate Construction Analyst	
		Position Number 541-025-4106-904	
		Effective Date August 2025	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
50%	<p>Under the direction of the Senior Civil Engineer and working in conjunction with the Project Director I's and II's, the Associate Construction Analyst (ACA) performs responsible and complex construction analysis work in planning, estimating, and administering the Departments infrastructure projects as well as Capital Outlay (CO) Program budgetary process.</p> <p>*Capital Outlay (CO) Planning and Analysis: *Analyze and make independent recommendations on major CO requests of CAL FIRE Regions in relation to established standards and policy. *Study and gather data for size, type, and costs of structures, methods of construction and optimum space utilization in relation to functional and operational needs in the development of Capital Outlay Budget Change Proposals (COBCPs). *Organize and give direction to CAL FIRE Section, Region, and Unit staff in the preparation, review, and analysis of COBCPs. *Liaise with Regional Coordinating Engineers; reviews design plans, documents, and edits COBCP's, to ensure consistency with the plans and conformity with State Administrative and Budgeting policy; perform analyses and investigations; develop facts and prepare reports on priority and acceptability of requested projects for inclusion in the CAL FIRE 5-Year Plan, 10-Year Plan, and the CO budget. *Prepare requests for the Department. of Finance (DOF), outlining legislative intent on scope and standards of proposed construction, for inclusion in the program funding; confers as directed with DOF and the Department. of General Services (DGS), on construction requests and needs. *Act as liaison with DOF, CO analysts, DGS Project Directors, CAL FIRE Region, Technical Services, and Budget Office staff. *Coordinate, prepare, and review completed Budget packages; interfaces with the Legislative Analyst office and attends Legislative hearings as advisor to the Principal Engineer and the Technical Services Assistant Deputy Director of Technical Services on questions concerning COBCP's. *Monitor and track construction projects.</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: See page 2			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		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.

25%

*Coordinate and track on-going funding and expenditures from initial funding through construction and project closeout for CAL FIRE CO projects and analyzes all transfers of project funds for the assigned Project Director's approval. *Act as lead over staff for preparation of fund transfer documentation, Public Works Board agenda items, and Pooled Money Investment Board loan requests. *Liaise with other CAL FIRE units and Regions.

10%

*Provide analysis and planning assistance to the Senior Civil Engineer and team Project Director I's on Departmental issues such as, project space management and environmental matters. *Develop training materials for field staff and managers.

10%

*Prepare various analysis, estimates, and reports for Infrastructure planning and projects such as facility age profile studies, current/future programmatic need for facilities, proposals to program for prototypical facility plans using Microsoft Office applications (Access, Word, Excel, Project, Visio, and others). * the incumbent will be using the Geographic Information Systems (GIS) program and direct field staff on the use and data entry for use in facilities management and planning of facilities. *Participate in GIS database and tracking efforts, including liaison and management of consultant contracts for facilities inventory, management, and replacement planning ArcGIS & City works.

5%

*Assist with various office duties including planning and organizing of various meetings; analyze computer software; analyze and recommend innovative procedures to streamline processes and improve efficiency. *Other job-related duties as required.

Desirable Qualifications:

- Knowledge and experience in architectural planning, design, construction, estimating, in the state budgetary and funding process, for capital outlay projects.
- Experience using Fi\$cal or similar financial database
- Experience using ArcGIS program
- Experience using AutoCAD program
- Experience with Microsoft Office Suite

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Job qualifications and/or conditions of employment: **This position requires 17% travel to all CAL FIRE owned and leased facilities throughout the State. A class C license is required.**

"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