

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Unit Finance Analyst Hood Mountain Fire Center	
		Division and/or Subdivision Northern Region / Sonoma-Lake-Napa Unit (LNU)	
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 1199 Big Tree Road, St Helena, Ca 94574	
		Class Title of Position Staff Services Analyst	
		Position Number 541-114-5157-008	
		Effective Date:	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
30%	Under supervision of the Unit's Finance Staff Services Manager I (SSM I), the Staff Services Analyst acts as technical advisor to all Unit personnel on fiscal matters including fielding daily inquiries from field personnel.		
25%	*Prepares proposals for the annual operating budget which includes Schedule A and assists SSM I in preparing the spending plan for the Unit. *Initiate and implement changes and adjustments in the budget plan to maintain fiscal integrity. *Analyzes Unit's spending trends, makes projections, and is accountable for maintaining integrity of the Unit's operation budget. *Informs SSM I of any apparent or possible deficiencies or overages, makes recommendations for reallocation and or redistribution of the Unit's funds to remain within Units budgetary limitations.		
20%	*Performs monthly reconciliation. *Enters, processes, approves, and reconciles the Financial Information System for California ("Fi\$CAL") Accounting System in compliance with CAL FIRE Policy and Directives as well as Department Accounting Office ("DAO") Policies and Directives for financial transactions generated by West Division personnel. *Prepares reconciliation report for SSM I to utilize in development of required monthly fiscal reports of expenditures and projections for submission for LNU. *Complete mid-year and year-end process and reporting for final reconciliation with Unit program budgets.		
	*Tracks and monitors Unit's allocations by project and sub-level budget. *Analyzes existing Unit procedures and initiates changes to maintain and/or improve efficiency of Unit Fiscal Policy. *Prepare monthly report reflecting current fiscal standing for SSM I, Unit Administrative Officer ("AO"), two Assistant Chiefs of Camps, Resource Manager and Assistant Chiefs, as well as fourteen Battalion Chiefs.		
	*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:			
"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.
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20%

*Final Audit of all financial documents prior to submission to DAO. *Audit for completeness, accuracy, and adherence to all state statutes, laws and limitations, such as Purchase orders, Agreement for Service, Procurement Card, Non-Liquidating, Direct Transfer, Material Requisitions, purchase estimates. *Maintains revolving fund record; prepares warrants such as uniform and salary advances; certain fire time pay and other miscellaneous payments. Audits, corrects and consolidates monthly subsistence reports. *Prepares Report of Collections for deposit of monies received.

5%

Other duties as required.

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Job qualifications and/or conditions of employment: **May be subject to working nights, weekends and holidays.**

"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