

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Grants Analyst	
		Division and/or Subdivision Resource Management – Urban & Community Forestry	
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 Sacramento, CA	
		Class Title of Position Associate Governmental Program Analyst	
		Position Number 541-720-5393-904	
		Effective Date 10/09/2025	
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 direction of the Department of Forestry and Fire Protection's (CAL FIRE) Resource Management Urban and Community Forestry Program (U&CF) Environmental Program Manager, the incumbent will provide a broad array of administrative program support, records management, program support for grants, grant and contract audits, educational campaigns and general support for Resource Management's U&CF. The incumbents' duties and responsibilities include, but are not limited to the following: *Research, analyze, reconcile, audit, and maintain records for grant invoices. *Serve as a central point of contact for Grants Management Unit staff, field staff, and grantees related to Resource Improvement grant projects and processes. *Assist grants staff and managers with grant related projects, reports, procedural guides, scoring, and communication. *Attend regular program and related meetings specific to grants. *Ensure that invoices are processed and distribute copies to appropriate personnel, while maintaining uniformity of actions, compliance, and perform audits when requested. *Initiate and complete grant related projects, such as designing forms, and assisting with development of procedures and guidelines. *Provide exceptional customer service to grantees, units, and program staff members. *Act as a point of contact for the public, units, and programs representing CAL FIRE while addressing regional inquiries about grant programs. *Offer grantee support with invoicing and grants portal. *Independently gather information from grant files, field staff, and other sources relating grant projects for reporting to control agencies. *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: 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 ☐ 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.

30%

Reporting & Tracking

*Provide support for CAL FIRE Management Activity Project Planning Event Recorder (CalMAPPER) grant entry by analyzing information and reports, then interpreting transfer information into CalMAPPER. *Review and report Minimum Data Collection Attributes (MDCA). *Assist and support all entities with grant software and requirements for reporting. *Independently analyze grant tracking processes and make recommendations to program managers on improving tracking and accountability. *Devise a system for providing timely feedback to field staff and grantees on grant status, reporting, and invoice processing information.

20%

FI\$Cal Operations

*Obtain or maintain certification as a purchaser. *Assist with purchases for the program. *Obtain or maintain training in use of the State's accounting system. *Analyze, audit and process documents for payment, ensuring all are in accordance with the department's policies and procedures which are in accordance with the Department of General Services (DGS) policies. *Ensure proper payment processing according to CAL FIRE's contractual agreements with other state and federal agencies.

10%

Miscellaneous Functions:

*Perform program administration user functions, including database input and maintenance. *Upon request, retrieve information and/or reports from the system. *Analyzes all legislative and regulatory proposals for U&CF program for fiscal impact. *Develop and maintain internal desk reference processes and procedures.

5%

Other Duties as Assigned:

Perform other job-related work as required to support Resource Management administrative needs. Perform other job-related work as required to support the Department's mission of serving and safeguarding the people and protecting the resources of California.

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Job qualifications and/or conditions of employment: **Occasional travel is a job requirement. May be up to 10% of the time, may be local or statewide, and may include overnight stays.**

"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