

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Unit Finance Support	
		Division and/or Subdivision CNR-Lassen Modoc 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 697-345 Highway 36, Susanville, CA 96130	
		Class Title of Position Staff Services Analyst	
		Position Number 541-212-5157-001	
		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.		
40%	Under the supervision of the Staff Services Manager I, the Staff Services Analyst acts as a technical advisor to Unit personnel in the Lassen Modoc Unit (LMU) and consults on fiscal matters including fielding daily inquiries from field personnel.		
25%	*Provides purchasing assistance, including Purchase Card (P-Card) support to assigned locations within LMU. *Prepares, processes, audits, and analyzes purchase orders, including P-Card packages and purchases associated with increased fire activity and incident related workloads, ensuring account code accuracy, appropriate use of funds, and completeness for transaction processing into the Financial Information System for California (FI\$CAL). * Process utility bills for assigned locations within LMU. * Process payment requests for contracts, using best practices and following all state contracting rules. *Process and reconcile monthly procurement documents for standalone purchase orders and P-Card expenditures. *Maintains and updates P-Card files and documentation; develops statistical data if required.		
	*Prepare, audit and process financial documents into Fi\$Cal (i.e. Services Orders, Material Requests Transfers, Agreement for Services, ect). *Responsible for ensuring that payments and transactions are submitted in a timely manner to the Department Accounting Office (DAO). *Assist with auditing, entry and tracking of incident purchase orders and service orders needing to be processed for payment at the until level in FI\$CAL to include Assistance By Hire, Call When Needed, and supply purchases made for the incident. *Serves as liaison between employees and vendors in the implementation and processing financial information. *Resolves payment and/or dispute issues by researching, analyzing, and using independent judgment to interpret and apply appropriate regulations. *Provide ongoing training and support with California Automated Travel Expense Reimbursement System (CALATERS) and FI\$CAL to field personnel. *Complete, maintain and analyze Unit meal cost reporting.		
	*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 subject to working nights and weekends.			
"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.

20%

* Prepares proposals for annual operating budget and assists the Administration Officer in preparing the spending plan. *Analyzes Unit's spending trends; makes projections, identifies possible deficiencies or overages and makes recommendation for reallocation or redistribution as necessary. *Analyzes, tracks and delivers operational budgetary information to appropriate service locations and programs. *Analyzes existing Unit procedures and initiates changes to maintain and/or improve effectiveness and efficiency of Unit Fiscal Policy.

10%

*Answer phones, take messages, greet and assist the public as required. *Acts as back up for other unit finance assignments.

5%

*Other duties as assigned.

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"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