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| STATE OF CALIFORNIA<br>DEPARTMENT OF FORESTRY AND FIRE PROTECTION<br><b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b><br>PO-199 (06/16)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Working Title of Position<br><b>Telecommunications Systems Analyst II</b>      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Division and/or Subdivision<br><b>Command and Control / Telecommunications</b> |  |
| 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<br><b>San Bernardino County</b>                       |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Class Title of Position<br><b>Telecommunications Systems Analyst II</b>        |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Position Number<br><b>541-069-5171-015</b>                                     |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Effective Date<br><b>October 1, 2025</b>                                       |  |
| 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 Telecommunications Systems Manager I (TSM-I), the Telecommunications System Analyst II (TSA-II) performs the following duties and responsibilities:<br><br>*Project Manage and coordinate CAL FIRE telecommunications systems project activities.<br>*Develop Scopes of Work (SOWs) to repair, replace and implement new voice communications systems. Systems include, though not limited to VHF and All-Band radio systems, State Microwave systems, VoIP phone systems, Plain Old Telephone Service (POTS) copper circuit replacement, PBX phone systems, as well as low voltage cabling infrastructure.<br>*Manage relationships with Public Safety Communications (PSC). *Coordinates with PSC's Project Management Unit (PMU), Engineering and field staff, as well as develop/maintain a strong liaison and support relationship with regional CAL FIRE units and Emergency Command Center (ECC) staff. |                                                                                |  |
| 20%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | *Responsible for creating and cataloging project documentation to include but not limited to Telecommunications procurement, equipment transfers, as well as interagency documentation for radio systems implementations, maintenance, and repair.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                |  |
| 20%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | *Work collaboratively with CAL FIRE Unit leadership, Information Technology (IT) field coordinators, PSC, and vendors in a cross-disciplinary field environment. *Responsible for managing voice and data systems tasks across multiple layers of the Open Systems Interface (OSI) model.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                |  |
| *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 reasonable accommodation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                |  |
| <b>Equal Employment Opportunity (EEO) Statement:</b> 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: <a href="#">See page 2.</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                |  |
| "We have discussed this document in its entirety and understand the duties of this position."                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                |  |
| Employee Signature                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Supervisor Signature                                                           |  |
| Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Date                                                                           |  |
| Personnel use only                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Initials and date                                                              |  |

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| STATE OF CALIFORNIA<br>DEPARTMENT OF FORESTRY AND FIRE PROTECTION<br><b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b><br>PO-199 (06/16) - <b>PAGE 2</b>                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                             | Working Title of Position<br><b>Telecommunications Systems Analyst II</b> |  |
| Percentage of Time Required                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.                                                                                                                                                                                                                                                 |                                                                           |  |
| 10%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | *Coordinate and assist CAL FIRE Telecommunications team with asset inventory activities using the Telecommunications Radio Inventory System (TRAIS), and MCM-Tech Commshop.<br>*This includes but is not limited to updating inventory for mobile radios, portable radios, mobile repeaters, and fixed station radios. *Complete training to perform work using the TRAIS inventory system. |                                                                           |  |
| 5%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | *Develop support documents for telecommunications project activities including, though is not limited to systems diagrams for radio, microwave, telephone, and cabling infrastructure, outside plant, horizontal cabling, and terminations.                                                                                                                                                 |                                                                           |  |
| 5%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | *Participates monthly on a 24x7 weekly rotational duty for responding to all-hazard and large fire incident support. *Maintains Incident Command Systems (ICS) training requirements and proficiency. *Responds to incident support requests using the Incident Command System (ICS) framework. *Attends and graduates the MCC course within first year of hire.                            |                                                                           |  |
| 5%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | *Perform other job-related duties as assigned.                                                                                                                                                                                                                                                                                                                                              |                                                                           |  |
| *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 reasonable accommodation.                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                             |                                                                           |  |
| <b>Equal Employment Opportunity (EEO) Statement:</b> 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: <b>Employee must have a valid California driver's license. A driver's license must be with an employee at any time while using a state-owned vehicle. Minimum 75% travel required.</b>                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                             |                                                                           |  |
| "We have discussed this document in its entirety and understand the duties of this position."                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                             |                                                                           |  |
| Employee Signature _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                             | Date _____                                                                |  |
| Supervisor Signature _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                             | Date _____                                                                |  |
| <b>Personnel use only</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                             | <input type="checkbox"/> Posted to Directory                              |  |
| Initials and Date _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                             |                                                                           |  |