

PROPOSED

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Budget Analyst	
		Division and/or Subdivision Fiscal Services – Budget Office	
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 Budget Office	
		Class Title of Position Staff Services Analyst	
		Position Number 541-024-5157-715	
		Effective Date 07/01/2025	
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 direction of a Staff Services Manager I, the incumbent is responsible for a variety of budgetary work. These duties and responsibilities require analytical and research skills, initiative, independence of action and good judgment. This position performs the less complex oversight of fiscal and business practices and involves knowledge of Departmental policies and procedures. Duties include: *Analyze the less complex budget requests and prepare reports, justification and cost data for budget proposals. *Assist with preparing Personal Services and Operating Expense budgetary allotments and transfer budget adjustments for Department programs and units. *Analyze personnel documents, budget allotments and expenditure reports for compliance with authorized budget. *Analyze proposed programmatic and/or organizational changes and recommend appropriate budgetary action. *Perform budgeting responsibilities of less complexity for initial budget loads as well as ongoing maintenance of Personal Services and Operating Expenses and Equipment.		
30%	*Review proposed legislation affecting the Department and the preparation of the fiscal impact for Department programs and units. *Analyze expenditure/budget data, assist with providing written/oral procedures and technical assistance to Department officials, employees, and others to give and secure information for budgetary funding changes, as well as special projects.		
*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: Must be proficient in Microsoft Word, Excel, PowerPoint, and Access.			
"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 _____	

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STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16) - PAGE 2		Working Title of Position Budget Analyst	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
25%	*Assist in the preparation of the Department's program, expenditure and funding detail for the inclusion in the Governor's Budget. *Assist with preparing supplemental or special budgetary information as requested by various department and agency officials, Department of Finance and the Legislative Analyst's Office. *Assist with preparing documents and memoranda regarding appropriate action of fiscal and personnel transactions requiring delegated Departmental approval or submittal to Department of Finance.		
5%	Other job-related duties as required. Desired Qualifications - Must be proficient in Microsoft Office (Excel, Word, PowerPoint, etc.)		
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