

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Fi\$cal Incident Support Analyst	
		Division and/or Subdivision Fiscal Services/Business Services 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 West Sacramento	
		Class Title of Position Associate Governmental Program Analyst (AGPA)	
		Position Number 541-036-5393-714	
		Effective Date November 2025	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
45%	Under direction of the Staff Services Manager I, the Fiscal Incident Support analyst will be a part of a team that is responsible for the procurement and processing of all CAL FIRE acquisitions and payments under the purview of the Business Services Office (BSO) as it relates to Incident Management Teams (IMT). The incumbent is responsible for complex incident related procurement processing and payment for assigned departmental programs and regions. Duties include, but are not limited to: *Work as a lead and/or with other team members to ensure departmental compliance with term and conditions of the Department of General Services (DGS) procurement Division's Purchasing Authority Management Delegated Purchasing Authority Program. *Ensure department compliance as it relates to State Controller's Office payment requirements. *Evaluate payment documents for all applicable requirements upon entry to the Financial Information System for California (FI\$Cal) system, determining the purchase's appropriateness and documentation submitted. *Comply with Federal and State procurement laws, rules, and regulations related to departmental purchases. *Enter procurement and asset management data into the FI\$Cal system for payment, tracking, and reporting requirements of the department and various control agencies. *Assist BSO and Departmental Accounting Office (DAO) management in developing and implementing complex changes to policy and procedures related to departmental delegation in these areas. *Work within the FI\$Cal system to identify Budget Appropriations meet the obligation of purchase documents before payment processing. *Lead BSO Procurement Analysts and DAO payment processors with providing expertise and consultation to departmental staff statewide related to State procurement and payment policies and procedures, including CAL-Card (P-Card). *Use various online, electronic, and hard-copy resources, research, and respond to departmental staff queries on all aspects of appropriate procurement and CAL-Card (P-Card) policies and procedures. *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 _____			

Working Title of Position
Fiscal Incident Support Analyst

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
40%	*Act as primary lead for all incident-related purchases documents, which include verification that specific incident requirements for day-to-day purchasing are being followed as entry into FI\$Cal occurs. *This will require regular contact with departmental purchasers to ensure compliance. *Independently or as a team lead conduct and perform complex incident-related acquisitions, including CAL-Card (P-Card) purchases and direct Purchase Order (PO) purchases in support of wildland fire emergency operations, in compliance with departmental procurement policies, DGS procurement, and emergency acquisitions regulations, SCO payment requirements, and FI\$Cal system requirements. *Conduct site visits and/or audits to evaluate and review acquisition-related processes, documents, and training to ensure compliance with control agency rules and regulations as well as departmental policies and procedures. *Develop and conduct in-depth Incident Procurement training at various levels (i.e., Procurement Unit Leader, Purchasing Specialist, etc.) *Maintain currency in training related to FI\$Cal requirements for database use, including area of Budgets, Asset, Accounting sections as they relate to the procurement of goods and payment of services for the department. *Independently work with departmental staff statewide on the processes for entry to the FI\$Cal system for unit documents.
10%	Develop, create, and revise resources, including but not limited to the 2600 Procurement Handbook, Certified Purchaser, and Processing Financial Documents training material as they relate to FI\$Cal requirements and processes. *Perform specific research and/or prepare special reports as requested through the FI\$Cal system for procurement, contracts, asset management, and budgeting needs. *Participate or lead task groups, stakeholder groups, and other departmental cadres.
5%	Other job-related duties as assigned
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Job qualifications and/or conditions of employment: **This position is often required to work more than 40 hours per week during fire season. This position requires the incumbent to travel 20% of the time with the potential for overnight stays.**

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____

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Initials and Date