

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Training AGPA	
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.		Division and/or Subdivision Northern Region / Nevada-Yuba-Placer Unit	
		Location of Headquarters Auburn	
		Class Title of Position Associate Governmental Program Analyst	
		Position Number 541-216-5393-703	
		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.		
25%	Under the direction from the Battalion Chief (Training), the Associate Governmental Program Analyst is responsible for a variety of complex and technical functions in support of the Unit's Training Bureau and Unit's Administration. The Associate Governmental Program Analyst performs the following duties: *Leads the assignment, maintenance, and completion of training credentials for all unit personnel through Vector Solutions (VS) and/or Records Management Systems/Learning Management Systems (RMS/LMS), ensuring compliance with statewide training policies and standards. *Develops and maintains program profiles within the RMS/LMS to ensure data accuracy and alignment with statewide objectives. *Generates, reviews, and analyzes VS reports to identify training gaps and prioritize the allocation of training resources in support of the Annual Training Needs Assessment process. *Independently conducts evaluations of VS reports to recommend improvements and optimize the selection of students for allocated training spots. *Serves as a liaison to Regional Training, representing the Unit's Training Bureau to coordinate and communicate training needs, provide program evaluations, and ensure adherence to organizational policies. *Contributes to the development and refinement of training policies, systems, and tools for implementation on a broader organizational scale, ensuring they meet legislative and programmatic requirements.		
20%	*Works with the Unit Administrative Officer to enroll employees in the department's Firefighter Academy (FFA) &/or Company Officer Academy (COA). *Serve as the contact for employee before and during the COA/FFA until the employee is placed at a location. *Serve as the lead for the onboarding process of new employees, ensuring development and implementation of program policies and procedures to ensure ongoing compliance with unit-wide and organizational standards. *Conduct audits and evaluations of program areas to ensure alignment with statewide standards and legislative requirements. *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 _____			

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Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
20%	*Conducts comprehensive evaluations of training needs and provides data-driven recommendations to management regarding required and beneficial training programs to enhance unit performance and compliance with statewide objectives. *Independently coordinates class setup and curriculum preparation for training assignments, including the development and organization of training materials, pre-course work, and logistical support to ensure alignment with established policies and standards. *Ensures accurate academy placement. *Analyzes and evaluates processes related to the Joint Apprentice Committee (JAC) Program, identifying areas for improvement and ensuring program compliance with statewide and legislative requirements. *Oversees the administration of the JAC program for all unit employees, including maintaining compliance through updates to apprentice statuses, JAC enrollment reports, profile updates, apprentice agreements, journey packages, monthly hour submissions, and the resolution of JAC error reports. *Recommends process improvements and system updates to enhance program efficiency and accuracy.		
10%	*Lead the research and development of unit-wide enhancements, leveraging technology to streamline administrative processes. *Design and implement tools and workflows using platforms such as SharePoint, Power BI, and DocuSign to enhance efficiency and improve user experience. *Develop program models and systems as pilot projects with potential for statewide implementation. *Provide management with recommendations for innovative solutions to complex administrative challenges.		
10%	*Oversee and administer the Vector Scheduling platform, ensuring seamless integration with Vector Solutions and other organizational tools. *Develop policies and procedures for the effective use and management of the scheduling platform. *Analyze system functionality and provide recommendations to enhance platform efficiency and usability.		
10%	*Manages the unit's annual training budget. *Completes and processes financial documents, e.g. Purchase Orders (PO), Service Orders, Material Requisition Transfers (MRT's), Training Request Forms (TR-7s), etc. *Processes and reconciles monthly procurement documents related to Purchase Card (P-Card) expenditures. *Orders and tracks the receipt of goods. *Provides purchasing support for the Training Bureau and processes financial documents in the Financial System for California (FI\$Cal). *Manages storage and retention of procurement file.		
5%	Other duties as required. *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.		
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Job qualifications and/or conditions of employment: Ability to: Think logically, multitask, and apply laws, rules, regulations; independently interpret and use reference material; communicate effectively; organize and prioritize workload; consult with mentor and supervisor on alternative actions for various transactions. Ability to work under pressure is strongly desired. May be required to work nights, weekends, and holidays.			
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