

<p>STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16) PAGE 1 of 2</p> <p>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.</p>		<p>Working Title of Position Finance Analyst (SSA)</p> <p>Division and/or Subdivision San Bernardino Unit (BDU) - Administration</p> <p>Location of Headquarters San Bernardino Unit (BDU)</p> <p>Class Title of Position Staff Services Analyst (General)</p> <p>Position Number 541-347-5157-001</p> <p>Effective Date</p>
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.	
45%	<p>I. DEFINITION Under the direction of the Assistant Chief (Administrative Officer) and the Staff Services Manager I (SSMI), the Staff Services Analyst (General) (Finance Analyst) is responsible for analysis and reconciliation of the Unit and California Conservation Corps (CCC) budgets (State, Schedule A contracts and any special funding) within the San Bernardino Unit. This position performs staff work in fiscal accounting per generally established criteria from various sources including State Controller's Office, Department of General Services (DGS) and Departmental policies and procedures. The incumbent is responsible to take the lead in the development of Unit and CCC specific expenditure planning, identification of alternative fiscal solutions, and implementation of acceptable courses of action and monitoring of results. The incumbent will assist in all areas of Unit and CCC Finance with a major focus on budgeting.</p> <p>II. DUTIES</p> <p>ACCOUNTING & BUDGETS</p> <p>*Independently handles reconciliation, analysis, and accounting of operating expenses (OE) in the San Bernardino Unit; *independently processes and maintains complex statistical and financial records in accordance with established procedures. *When directed, prepares and analyzes fiscal data for the Mid-Year and Year-End process within CSR mandated timelines. *Completes an in-depth review and reporting of projected OE expenditures. *Identifies and independently affects changes to coding errors via journal voucher to debit/credit charges by Account Code and Service Location as appropriate. *Independently provides explanations for over/under collection of contract reimbursements (Schedule A, Wildland Agreements, other reimbursement accounts.) *Assists Unit Finance with data entry (i.e. Fi\$Cal), auditing, copies, and organization of pay documents to be sent to the Departmental Accounting Office (DAO).</p> <p>*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.</p>	
<p>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.</p> <p>Job qualifications and/or conditions of employment: Maintain ability to work with various levels of staff and management, multi-task and prioritize, pays attention to details and completes accurate work. Willingness to complete all training and both obtain and maintain status as a Certified Purchaser and CALCARD holder. May be subject to working nights, weekends or holidays. May be required to travel throughout the State as needed.</p> <p>"We have discussed this document in its entirety and understand the duties of this position."</p>		
<p>Employee Signature Personnel use only</p>		<p>Date <input type="checkbox"/> Posted to Directory</p> <p>Supervisor Signature Initials and date</p>

STATE OF CALIFORNIA
 DEPARTMENT OF FORESTRY AND FIRE PROTECTION
POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT
 PO-199 (06/16) - **PAGE 2 of 2**

Working Title of Position
Finance Analyst (SSA)

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
25%	<p>INCIDENT FINANCE *Issues and processes purchase documents such as CAL FIRE 61, 62, 65 and 93 forms from incidents. *Must have broad knowledge of purchasing rules from the DGS Procurement Division and Department procedures as described in the 2600, 3600, 3800 and 8100 sections of the Department Handbook as well as the Department Incident Finance training. *May be assigned to an incident in the Unit to assist finance in pay documents and the completion of packages for Cost Recovery.</p>
15%	<p>BILLING *When directed, incumbent processes the AO-17 billing for collection of state funds expended by cooperative agreement (Schedule A); *ensures completion and processing within mandated timeframes; *independently analyzes billing documents and reconciles all operating expenses (i.e. Schedule A fiscal detail sheet, and Historical Finance Database management reports). Interacts with Battalion Chiefs regarding city contract expenditures and billing processes.</p>
10%	<p>ACCOUNTS PAYABLE *Process Revolving Fund and/or Fire Time checks as requested, for vendor payments and various advances. *Maintains working knowledge of the Revolving Fund procedures and assists with Report of Collections (ROC) and all duties of banking when needed.</p>
5%	Other duties as required.

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Employee Signature

Date

Supervisor Signature

Date

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Posted to Directory

Initials and Date