

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position State Property Analyst	
		Division and/or Subdivision Business Services Office (BSO)	
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 Analyst I	
		Position Number 541-036-5157-736	
		Effective Date January 2026	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
30%	Under supervision of the Supervisor I, State and Federal Property, the State Property Analyst (Analyst I), will work with other members of the Property teams, and will perform analytical functions using a conceptual approach to problem solving. The incumbent will perform work of average difficulty in a wide variety of analytical assignments, program development, evaluation, review, and training assignments. The essential responsibilities of the position include, but are not limited to: State Property Program *Under supervision, coordinate, consolidate, and analyze property data submitted by CAL FIRE Units statewide for completion of the annual physical inventory of CAL FIRE accountable State property. *Continually monitor and update the FI\$Cal database to ensure all Capitalized Asset acquisitions, disposals, and transfers have been accurately and thoroughly reconciled with the physical inventory. *Under supervision, complete the year-end Capitalized Assets departmental report for the Departmental Accounting Office (DAO). *Research and assist with implementation of a new State Property Inventory database for tracking accountable property.		
30%	*Under supervision, coordinate, consolidate, and analyze data submitted by CAL FIRE Units for transfer, acquisition, or disposal; confer directly with Department of General Services (DGS) Office of Fleet and Asset Management (OFAM) to ensure all property-related regulations and requirements are met, and transfer and disposal documents are ratified. *Approve requests to dispose of all State property within CAL FIRE in accordance with policy and procedure, while networking with CAL FIRE, other state departments, and eligible donees to reutilize property and coordinate disposition with DGS as needed. *Process documentation for property that is lost, stolen, damaged, or destroyed. *Assist with the acquisition, transfer, or disposal of departmental state property within CAL FIRE statewide. *Assist CAL FIRE with acquisition of City and County surplus property.		
	*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:			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		Date _____	

Personnel use only <input type="checkbox"/> Posted to Directory Initials and date	
STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16) - PAGE 2	Working Title of Position State Property 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%	State Property Program (Continued) *Under supervision, draft changes to and edit Department policy handbooks, instructional manuals, and public information materials for the State Property Program. *Assist the State Property Coordinator (Analyst II) with authoring and routing for Executive review at year-end, the Governmental Accounting Standards Board 83 (GASB 83) Asset Retirement Obligation report and justification. *Under supervision, work with Information Technology Services (ITS) to complete the annual System Management Plan (SMP) to track and forecast annual Business Services Office (BSO) technology procurement needs.
10%	Business Services Office *As directed by management, assist the Federal Property Program in areas such as the Federal Excess Personal Property (FEPP) Program and the Firefighter Property (FFP) Program. *Assist with training development and implementation and attend offsite training events. *Under supervision, assist with contract/procurement processing, as needed, which includes determining applicability of acquisition services, identifying proper procedures, and providing consultation to obtain required information, prepare and review packages in accordance with laws/policies, draft scope of work for service contracts, facilitate contract management for specific service contracts, to include receiving invoices, ensuring contracts are funded and not expired, and Point of Contact for vendors. *Represent the BSO at meetings with departmental personnel, contractors/vendors, and control agency staff.
5%	Other Job-Related Duties as Assigned The incumbent will perform other job-related duties as required to fulfill the CAL FIRE mission, goals, and objectives. Desirable Qualifications: <ul style="list-style-type: none"> Knowledge of PC and application experience in Microsoft Office 365, Microsoft Teams, SharePoint, Excel, Word, Outlook, and other internet platforms Persuasive writing abilities Strong verbal and written communication skills Highly organized with a strong ability to handle competing deadlines Excellent customer service skills <p style="font-size: small; margin-top: 10px;">*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>
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