

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Mobile Equipment Analyst	
		Division and/or Subdivision Northern Region Headquarters	
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 Santa Rosa / Redding	
		Class Title of Position Analyst II	
		Position Number 541-101-5393-XXX	
		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 of the Northern Region Forestry Equipment Manager II (FEM II), the Analyst II - Mobile Equipment Analyst works independently with little direction to perform complex analytical and technical work related to the Northern Region's Mobile Equipment Management (MEM) program. Duties and responsibilities include: *Acts as a Financial Information System for California (FI\$CAL) Subject Matter Expert (SME) on fiscal forecasting, spending projections, spending plans, monitoring of expenditures, and budget dissection, Budget Change Proposal (BCP) funding management. The incumbent serves as a SME in all areas of fiscal, budget development, vehicle utilization, fleet acquisition planning, contract development, and data-driven forecasting. *This includes working with the Northern Region Headquarter (CNR) Budget Analyst to prepare quarterly, semi-annual, and annual in-depth expenditure and revenue projections and trends, as well as cost rate analyses and budgetary breakdowns. The Analyst II shall be responsible for relaying critical information to Mobile Equipment Management (MEM) to ensure the optimal allocations of resources to achieve program objectives. *Independently monitors and analyzes expenditures for budget appropriations, analyzes a variety of accounting data and financial information to assist management in decision-making. *Prepares the expenditure management reports monthly or when needed. *Provides assistance and guidance to units related to Fleet budget and Fleet purchases. Utilizing Region Fleet budgets, makes recommendations to management regarding the administration of the unit's budget and spending plan.		
25%	*Works closely with the Business Services Office (BSO), MEM, Region Finance, and Unit Finance to develop purchasing guidelines for Fleet purchasing policy and procedures related to unit Fleet purchases and emergency incident purchases. *Provides guidance to the region and unit Fleet Management on all fleet related procurement issues and questions, including Procurement Card (P-Card), contract development, Purchase Estimates/Purchase Orders, and non-liquidating invoices. Works with Region finance to ensure Fleet procurement is processed timely and accurately. Initiates contract development, scope of work, and price quotes with vendors. *Ensures that program management and staff are kept up to date on the procurement policies and procedures to produce documents for compliance with MEM. *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 _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only		<input type="checkbox"/> Posted to Directory	
Initials and 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%	<p>*Performs research and analysis regarding fleet assets, vehicle operations, utilization, policy compliance, and accountability. *Monitors vehicle utilization through Telematics GeoTab and Fleet Reporting Program "Collective Data", provides detailed reports to the region's Fleet Management. Provides analysis for lifecycle cost, replacement schedules, and total cost of ownership of the fleet to ensure predictive analytics to forecast future fleet needs, maintenance requirements, and budget impacts. Conducts variance analysis comparing actual vs. projected fleet performance and expenditures. *Independently analyzes, compiles data, and prepares mandated reports, including but not limited to: Fleet Acquisition Plans, Accident Reporting, Statewide California Air Resources Board (CARB) reports, and Vehicle Home Storage Permits. Gathers and synthesizes information from Collective Data, Fiscal, Department of General Services (DGS), Office of Fleet and Asset Management (OFAM), Geo Tab, WEX Fleet Cards, Continuous Testing Program Bureau of Automotive Report (CTP BAR), Federal Motor Carrier Safety Administration (FMCSA), Occupation Safety and Health Administration (OSHA) mandated by policy and required by overseeing state agencies.*Prepares management memos, reports, and announcements on behalf of the region's Fleet Management, ensuring that all documents comply with applicable laws, rules, regulations, and Departmental guidelines. *Provides guidance and mentorship to lower-level support classifications and regional Mobile Equipment staff. Greets and interacts with members of the public, as well as Region and unit-level the California Department of Forestry and Fire Protection (CAL FIRE) personnel.</p>
10%	<p>*Works with the MEM to manage, edit, and transfer vehicles and assets in CAL FIRE Mobile Equipment fleet management database system. *Maintains all major repair records that require Region approval as outlined by the requirements of our Department of General Services (DGS) Delegated Authority. *Maintains camp audit records, prepares training material in the field of repair and maintenance for utilization in continuous training programs by Unit Fleet Managers. Recommends and develops strategies to meet and improve Mobile Equipment processes</p>
10%	<p>*Performs research and analysis for Mobile Equipment Management regarding fleet assets, vehicle operations, utilization, policy compliance, accountability, delegated authority, budget analysis, equipment acquisitions and disposal. *Initiates contact with vendors and acquires price quotes on services needed for MEM facility maintenance. *Maintains files on facility property, expenditures, and contracts relating to facility operations. *Monitors and analyzes fleet fuel card transactions through WEX online to identify usage patterns, exceptions, and potential fraud or misuse. Analyzes fuel consumption data and costs to identify efficiency opportunities and budgetary impacts. *Assists with the analysis and development of internal desk procedures.</p>
5%	<p>Other duties as necessary.</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>

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Job qualifications and/or conditions of employment: Incumbent may be required to travel on occasion for meetings, training, and emergency incident activity up to 10%. Strong organizational skills and proficiency in all Microsoft Office 365 products, including Word, Excel, PowerPoint, Outlook, Access, and SharePoint, are highly desired.

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

Employee Signature _____	Date _____	Supervisor Signature _____	Date _____
Personnel use only		<input type="checkbox"/> Posted to Directory	_____ Initials and Date