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| STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16) | | Working Title of Position <u>Analyst I - Finance</u> | |
| | | Division and/or Subdivision <u>Mendocino Unit (MEU) Administration</u> | |
| 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 <u>17501 North Highway 101, Willits, CA</u> | |
| | | Class Title of Position <u>Analyst I</u> | |
| | | Position Number <u>541-113-5157-004</u> | |
| | | Effective 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. | | |
| 30% | <p>Under supervision of the Supervisor I, the Analyst I – Finance performs the following duties in the Mendocino Unit:</p> <p><u>Unit Purchasing and Auditing</u> *Analyzes and audits purchase orders charged to the unit reporting structure in the Financial Information System for California (FI\$CAL). *Verifies purchases are made in accordance with the authorized dollar limits, purchasing authority guidelines, all applicable policies and procedures, specific contract term or agency guidelines and requirements, and that all required supporting documentation has been provided. *Reviews current budget and approves purchase orders based on available funds. Processes miscellaneous invoices for payment in FI\$CAL including utilities, contracts, Information Technology (IT) purchases, etc. *Serves as a purchaser and Procurement Card (P-CARD) holder for Unit. *Responsible for purchasing, receiving, and auditing Unit's fuel expenditures and Station Fuel Reporting and monthly Departmental Accounting Office (DAO) submissions. *Analyzes and reconciles P-CARD transactions monthly in FI\$CAL for Unit cardholders. Ensuring purchases have been made in accordance with procurement guidelines and all applicable policies and procedures. Serves as the liaison between employees/vendors and DAO in the execution of processing P-CARD statements. Confirms accurate data and transactions are reconciled in a timely manner for payment by the DAO.</p> | | |
| 20% | <p><u>Budget Reporting</u> *Acts as a technical advisor on fiscal matters, responds to inquiries from field personnel and prepares proposals for operating budget. Assists in determining the spending plan, initiates and implements changes and adjustments to this plan.</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. | | |
| 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 | | | |
| <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.

20% **Monthly/Midyear/Year End Reporting and Audit**
 *Performs audits of all financial documents before submission to DAO. Audits for completeness, accuracy, and adherence to all state statutes and laws. Documents audited include Purchase Orders, Agreement for Services, P-Card, Non-Liquidating, Direct Transfer, Material Requisitions, Purchase Estimates, and others.

20% **Procurement Card Coordinator**
 *Manages the Unit P-CARD program, which includes requests, purchaser support, and management/account tracking. Monitors and tracks Unit's unreconciled transactions list to maintain accountability and adhere to required deadlines while following all required policies and procedures. *Acts as the P-CARD Coordinator for Unit purchasers. Requests and cancels P-CARDS and requests limit increases. Responds to inquiries from staff and units in a timely manner. *Assists State finance analysts and completes professional staff work related to State of California P-CARD processing in FISCAL and ensures the Unit is following generally established criteria from various sources including the State Administrative Manual (SAM) and Departmental policies and procedures.

5% **Collections / California Automated Travel Expense Reimbursement System (CALATERS)**
 *Responsible for receiving and depositing all incoming checks and preparing reports of collections for submittal to the DAO Accounts Receivable Unit. Processes all Reports of Collection for maintenance, property sales, misc. collections, reimbursement for salary and uniform advances, accounts receivable and any abatements. *Provides Unit support with CALATERS.

5% Performs other class related duties as required.

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Job qualifications and/or conditions of employment: **Maintain ability to work with various levels of staff and management, multi-task and prioritize workload, and pay attention to detail and perform completed staff work. May be required to work nights, weekends, and holidays.**

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

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