

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Analyst I	
		Division and/or Subdivision Labor Relations Office	
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 710 Riverpoint Court, West Sacramento, CA 95605	
		Class Title of Position Analyst I – Confidential Designation	
		Position Number 541-034-5157-904	
		Effective Date 11/1/2025	
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>The Staff Services Analyst position is designated "confidential" under the Ralph C. Dills Act, Government Code Section 3513 (f)., and provides key support to the Labor Relations Office (LRO). Under the supervision of the Labor Relations Manager (LRM), and in direct support of the Assistant Deputy Director of Labor Relations (CEA-A), the second LRM, and LRO staff, the incumbent performs a wide variety of technical, analytical, staff, and administrative duties of a moderate degree of responsibility. The incumbent performs the full range of analytical duties, including, but not limited to:</p> <p>CASELOAD COORDINATION AND ADMINISTRATION SUPPORT FOR LRO *Assist in the workload planning and training of LRO staff. *Log and create files for the LRO (e.g., grievances, Dill's Act Information Requests, Meet and Confers, etc.). *Format and proofread written documents for accuracy. *Process and transmit confidential material such as grievances, procedural changes, and other sensitive issues on department policies. *Prepare confidential documents and correspondence for the LRM and CEA-A's signature. *Maintain and inventory LR supplies, and research supplies for the most cost-effective selections. *Review, track, and coordinate payments for CalHR Legal Division billing and substance abuse billing pursuant to applicable contract.</p>		
25%	<p>GRIEVANCES and COMPLAINTS *Conduct grievance investigations on behalf of the Director for assigned bargaining units and prepare responses to the grievances for Director's signature. *Interpret contract language and represent the Department as it relates to the decision(s) made either in meetings with Department of Human Resources (CalHR) and/or before an arbitrator. *Coordinate with CalHR to develop the theory of cases appealed to arbitration. *Coordinate witness preparation and testimony. *May testify as a witness when necessary. *Review and make recommendations with regards to post hearing briefs; testify before Board of Adjustments as appropriate. *Discuss settlement options with management when appropriate; discuss workable alternatives with the exclusive representatives.</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>		
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%

PROJECTS

*Perform in depth analysis associated with various LR projects. *Responsible for the development of and review of policies related to employee wages, hours, and working conditions, and policies related to the department's involvement with various labor organizations. *Participate on multidiscipline committees, review policies, practices, and recommend changes in departmental operation, and maintain the Department's strike contingency planning. *Review and analyze legislative bills that impact employee-employer relations. *Coordinate Public Safety Officer Benefit application process utilizing the US Department of Justice established criteria. *Coordinate the California Fallen Firefighters Memorial Wall application process utilizing the California Fire Foundation established criteria. *Respond to requests for assistance from union representatives and/or family liaisons on the same.

20%

BUDGET AND PURCHASING

*Provide assistance to the Budget Coordinator for duties associated with the analysis and management of the LRO budget including, but not limited to: purchasing office supplies and non-information technology (IT) equipment; creating purchase orders; receiving orders; dispatching payment of invoices in the Financial Information System for California (FI\$CAL); using Cal Card for purchasing and reconciliation in FI\$CAL; preparing and submitting revolving fund requests. *Verify, record and send coding for the Substance Abuse and Legal invoices paid through Direct Transfer. *Maintain spreadsheet logs of all Labor IT equipment, create and submit requests for all IT equipment to the IT Unit for bid, and prepare reports and/or other recommendations for the System Management Plan to submit to IT. *Perform monthly reconciliation, develop annual expenditure projections, and provide ongoing status updates to internal management. *Maintain logs for CalATERS, Material Requisition Transfers, and Direct Transfers for the unit.

5%

RELEASE TIME BANK (RTB)

*Assist the RTB Coordinator with the administration of the RTB by processing requests from CAL FIRE L2881; notify departmental staff when release time has been authorized; maintain records of release time donations and usage; reconcile balances and prepare reports as needed to department management.

5%

Other job-related 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.

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: **This position requires sound judgment; handling sensitive and confidential information in a positive and professional manner; and the ability to work cooperatively with a diverse group of individuals. Occasional travel of up to 5% may be required.**

"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