

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)		Working Title of Position <b>Certification Analyst</b>	
		Division and/or Subdivision <b>Office of the State Fire Marshal/State Fire Training</b>	
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 <b>Sacramento</b>	
		Class Title of Position <b>Analyst I</b>	
		Position Number <b>543-521-5157-004</b>	
		Effective Date <b>March 16, 2026</b>	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
40%	In the Office of the State Fire Marshal (OSFM), in the State Fire Training (SFT) unit, the incumbent works under the supervision of the Supervisor I. The Analyst I provides guidance, technical expertise, assistance, and support to SFT applicants relating to certification and reciprocity requirements and processes within the State Fire Training Unit. Duties include, but are not limited to the following responsibilities:		
30%	*Accountable for the timely review and approval of requests to conduct State Fire Training (SFT) courses across regional sites. Responsibilities include analyzing each submission for compliance with applicable SFT regulations, ensuring all required criteria are met. Approved courses are documented and entered in the Records Management System (RMS), with formal confirmations issued via email to hosting agencies and designated instructors. When deficiencies are identified, detailed denial notifications are sent outlining the necessary corrective actions. *Provide responsive support to agencies and instructors regarding course delivery logistics and update the RMS to reflect changes such as revised schedules or instructor assignments, thereby ensuring data accuracy and operational continuity.		
	*Exercise independent judgment in reviewing certification applications—including complex requests and supporting documentation—for approximately 26 distinct fire service certifications within State Fire Training (SFT). Interpret and apply intricate policies and regulatory standards to determine applicant eligibility for initial certification. *Issue approvals or denials in accordance with established criteria. Accurately enter and maintain certification records in the Records Management System (RMS). Draft and issue professional correspondence to inform applicants of deficiencies or corrective actions needed. *Serve as a key liaison to the California Fire Service community, providing timely and detailed information regarding professional certification standards. *Respond to stakeholder inquiries via telephone and email and educate individuals and organizations on certification requirements and processes. *Contribute to program evaluation by providing informed recommendations for policy and procedural improvements and prepare comprehensive monthly and annual reports as needed.		
	*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.		
<b>Equal Employment Opportunity (EEO) Statement:</b> 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: <b>Up to 5% travel may be required and may include overnight stays. 5% Emergency Duty Assignments as required.</b>			
"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%      \*Independently perform comprehensive evaluations of Course Reciprocity submissions, including those under the National Fire Protection Association (NFPA) and Recognized Course Reciprocity programs. \*Assess applicant eligibility by interpreting and applying State Fire Training (SFT) regulations, validate payment compliance, and authorize course reciprocity through the Records Management System (RMS). \*Ensure data integrity by maintaining precise records and documentation. Proactively manage and revise application materials to reflect regulatory updates, including the introduction or retirement of courses, thereby supporting operational consistency and statewide program alignment. \*Support the PACE 3 Course Challenge process by administering the end-to-end procedural workflow, including intake, tracking, and assignment of applications to designated subject matter experts. Also coordinates an appeals committee if needed.

5%      \*Serve as a subject matter expert (SME) and designated backup for managing inquiries received via the State Fire Training (SFT) email inbox. \*Respond to a wide range of inquiries from stakeholders, providing accurate and detailed information related to course scheduling, certification requirements, and reciprocity processes. \*Offer knowledgeable and timely support to internal and external customers, ensuring consistency, accuracy, and continuity of service when acting as the primary point of contact or in a backup capacity. \*Serve as a secondary backup to Division Support staff for procurement-related tasks. Assist with purchasing responsibilities by working with vendors and creating requisitions in FI\$CAL. Support includes tracking and distributing deliveries, maintaining inventory of office supplies, overseeing the maintenance and replacement of Unit office equipment, coding invoices for payment, and filing and archiving procurement documents in accordance with departmental procedures. Provide consistent and reliable support to ensure operational continuity during periods of staff absence or high workload

5%      \*Other job-related duties as assigned. Emergency Duty Assignments as required.

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Job qualifications and/or conditions of employment:

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