

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>Forest Health Research Program Grants          Administrative Analyst</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.	Division and/or Subdivision <b>Fire and Resource Assessment Program</b>  Location of Headquarters <b>Sacramento</b>  Class Title of Position <b>Analyst II</b>  Position Number <b>541-780-5393-xxx</b>  Effective Date <b>June 1, 2026</b>		
<b>Percentage of Time Required</b>	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
40%	<p>Under direction provided by the Senior Environmental Scientist (Supervisory) within the Fire and Resource Assessment Program (FRAP), this position is responsible for providing independent program analysis and administrative support to the Forest Health Research Grant Program (FHRP), including, but are not limited to the following job duties:</p> <p><b>GRANT ADMINISTRATION</b></p> <p>*Serve as program liaison with Grantees, FHRP Staff, and Grants Management Unit (GMU) to manage and administer FHRP grants. *Monitor and track individual project funding expenditures and conduct comprehensive analytical review of invoices and supporting documentation to determine compliance with program policies, procedures, and agreement terms and conditions. *Serve as program liaison to Grantees FHRP Staff and GMU to resolve incomplete or non-compliant submissions, monitor project timelines, and provide proactive notification regarding expiring agreements, reporting deadlines, and other contractual obligations to support effective grant administration. *Effectively interpret, analyze, identify, communicate and resolve discrepancies and compliance issues that arise due to conflicting CAL FIRE and Grantee policies and procedures. *Determine project amendment needs and identify required information and documentation needed from Grantee requests. *Analyze submitted amendments to verify completeness, and alignment between revised budget categories and previously incurred expenses, prior to obtaining approvals. *Develop guidance documents, lead demonstrations, host office hours and serve as the primary contact with the online platform's representatives to troubleshoot and support Grantees with proper submission of invoices, amendments and progress reports. *Develop and maintain organized grant records and documentation in accordance with established record retention policies and grant agreement requirements. *Proactively and independently develop solutions to improve and streamline grant administration processes to benefit both CAL FIRE and Grantees.</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>		
<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:			
Employee Signature _____	Date _____	Supervisor Signature _____	Date _____
<b>Personnel use only</b>		<input type="checkbox"/> Posted to Directory	
_____ Initials and date			

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20%	<p><b>GRANT BUDGETS</b></p> <p>*Act as a liaison with the FRAP Analyst II on funding allocation and other related financial issues for the FHRP within FRAP. *Perform complex analysis for budget planning to ensure the FHRP operates within its allocated budget and is responsive to changes that arise throughout the fiscal year. *Independently manage, analyze, track and monitor FHRP budget allocations and notify FRAP managers and grantees of encumbrance and liquidation deadlines. *Research and prepare financial reports in response to special requests from managers and program leads. *Analyze fiscal reports for accuracy and reconcile revenue and expenditure data with program information. *Utilize information from FI\$Cal to compile, track and ensure expenditures and encumbrances stay within allocations. *Research, compile, assess and present data to support fiscal accountability, program reporting, and informed decision-making regarding grant performance and funding utilization.</p>
15%	<p><b>GRANT SOLICITATION</b></p> <p>*Compile, organize, and configure solicitation materials and application requirements within the program's grants management online platform. *Coordinate and administer the development and release of grant solicitations. *Develop guidance documents, lead demonstrations, and host office hours to support applicants with proper submission of applications into the online platform. *Serve as primary contact for applicants, FHRP staff, GMU and the online platform's representatives to troubleshoot submission challenges. *Compile, review, and maintain data from applications for retention and review. *Coordinate with FHRP Staff, Applicants, and GMU to review application materials and ensure completion of application packets for award.</p>
15%	<p><b>GRANT REPORTING</b></p> <p>*Coordinate with Grantees and FHRP staff to meet reporting requirements on research grants to the California Air Resources Board. *Develop and administer surveys and other data collection tools to obtain information from awarded grant data and grantees for reporting. *Compile and analyze collected data to support program reporting, performance tracking, and future funding assessments. *Prepare reports on a periodic basis for appropriate Departmental staff on grant expenditures and accomplishments. *Conduct analysis of trends in grant awards that includes: types of organizations applying for and receiving awards, types of projects funded, amount of funding requested vs. awarded, and number of outreach events conducted. *Gather data and documentation as necessary to respond to Public Records Act (PRA) requests, litigation, and other public requests for information, ensuring appropriate review by chain of command.</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:

"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

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5%

**GRANT OUTREACH**  
 \*Conduct outreach to advertise new grant solicitations. \*Coordinate with IT to update the website with solicitation details, and serve as the lead contact with the Communications department to coordinate press releases. \*Support FHRP staff in developing and implementing a webinar series to share and disseminate research findings. \*Coordinate with FHRP staff and grantees to plan an annual research symposium and other outreach efforts.

5%

\*Other job-related duties in accordance with the class specification. Typically, this will involve assisting with short turn around request from CAL FIRE executives and assisting staff in response to requests from CAL FIRE's Legislation and Communications offices.

**Desirable Qualifications**

- Experience providing excellent customer service
- Experience with budgets, invoices, grants and/or contracts
- Strong PC and application experience in Microsoft Office 365, Microsoft Teams, SharePoint, Excel, Word, Outlook, and other internet platforms
- Experience working with executive level staff and all levels of internal and external staff
- Highly organized with a strong ability to work independently and handle complex tasks and competing deadlines
- Quantitative experience – database and/or data analysis skills, creating spreadsheets, using formulas.

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