

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 – Training</u>	
		Division and/or Subdivision <u>Mendocino Unit</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>541-113-5157-703</u>	
		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.		
35%	Under supervision from the Battalion Chief (Training), the Analyst I is responsible for a variety of complex and technical functions in support of the Unit's Training Bureau. The Analyst I performs the following duties: *Assigns, maintains, and ensures the completion of training credentials for all unit personnel in Vector Solutions (VS) and/or Records Management Systems/Learning Management Systems (RMS/LMS). *Creates and maintains program profiles within the RMS/LMS to ensure accuracy. *Generates and analyzes VS reports regarding unit training needs in direct support of the Annual Training Needs Assessment process. Independently reviews and analyzes VS reports to prioritize the selection of students for allocated training spots. Acts as liaison to Region Training on behalf of the Unit's Training Bureau and provides information assistance as requested.		
25%	*Evaluates training needs and makes recommendations to management regarding required and beneficial trainings for Unit. *Independently provides class set up and curriculum preparation for all training assignments, including organization of training materials and pre-course work. *Evaluates processes related to the Joint Apprentice Committee (JAC) Program. Ensures all unit employees assigned to the JAC program remain in compliance. Updates apprentice status via California Department of Forestry and Fire report 305 (CAL FIRE-305) submissions, JAC reports for enrollment, profile updates, apprentice agreement, journey packages, monthly hour submissions, and JAC error reports.		
25%	*Manages the unit's annual training budget. *Completes and processes financial documents, e.g. Purchase Orders (PO), Service Orders, Material Requisition Transfers (MRT's), etc. *Processes and reconciles monthly procurement documents related to Procurement Card (P-Card) expenditures. *Orders and tracks the receipt of goods. *Provides purchasing support for the Training Bureau and processes financial documents in the Financial System for California (FI\$Cal). *Manages storage and retention of procurement file. *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.

10%

*Assists the Unit Safety Officer with the Injury and Illness Prevention Program, Material Safety and Data records, and maintains safety training records. *Assists the Training Battalion Chief in developing the annual unit training calendar and with the Department of Motor Vehicle (DMV) pull notices.

5%

Other duties as required.

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Job qualifications and/or conditions of employment: Ability to: Think logically, multitask, and apply laws, rules, regulations; independently interpret and use reference material; communicate effectively; organize and prioritize workload; consult with mentor and supervisor on alternative actions for various transactions. Ability to work under pressure is strongly desired. May be required to work nights, weekends, and holidays.

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

 Employee Signature
 Personnel use only

 Date
 Posted to Directory

 Supervisor Signature

 Date

 Initials and Date