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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 BWD-TWR Grants Analyst | |
| | | Division and/or Subdivision Climate & Energy/ Bus & Workforce Development | |
| 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 Sacramento, CA | |
| | | Class Title of Position Analyst I (LT) | |
| | | Position Number 541-760-5157-904 | |
| | | Effective Date May 13, 2026 | |
| Percentage of Time Required | Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities. | | |
| 40% | Under the supervision of the Wood Products & Bioenergy Program Manager, this position focuses on grant administration, tracking, and coordination. The incumbent supports Business and Workforce Development and Tribal Wildfire Resilience grant teams. | | |
| 20% | *Review grant invoices, reimbursement requests, progress reports, and supporting documentation for accuracy, completeness, allowability, and compliance with established grant requirements, policies, procedures, and contractual terms. *Collaborate with grantees and program staff to identify discrepancies, resolve routine invoicing and reporting issues, and facilitate timely corrections and resubmissions in accordance with program guidelines. | | |
| | *Enter, update, reconcile, and maintain grant-related data in program databases and tracking systems, including CaMAPPER, Amplifund, and the eCivis Grants Network. *Ensure data integrity and consistency by reviewing records for completeness, validating information against source documentation, and maintaining accurate electronic and hardcopy files related to grant solicitations, agreements, invoicing, reporting, and spatial data submissions. | | |
| | *Coordinate with grantees, CAL FIRE units, program staff, and the Grants Management Unit to support timely processing of invoices, reporting deliverables, agreement documentation, and grant administration activities. *Provide administrative and analytical support to grantees regarding invoicing requirements, reporting procedures, reimbursement documentation, and spatial data reporting processes using established program guidance and procedures. | | |
| | *Research, analyze, reconcile, audit, and maintain records and documentation related to grant solicitations, applications, agreements, and program files. *Review grant-related information to identify inconsistencies, missing documentation, or data discrepancies and assist with corrective follow-up activities to ensure compliance with established administrative and reporting requirements. | | |
| | *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.

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| 15% | *Provide support to Team members in conferences, presentations, and hiring. *Assist with recruitment processes and attend job fairs. *Support statewide and regional planning for existing, expanding, and new efforts workforce development and tribal land management. *Attend meetings and assist with grant- and contract-related activities supporting workforce initiatives and tribal engagement. |
| 10% | *Assist with coordination across grant program areas to ensure consistency in grant administration and reporting practices. *Participate in team meetings, trainings, and special projects. |
| 10% | *Attend meetings and maintain records of engagement with tribes, training providers, educational institutions, industry representatives, and other stakeholders. |
| 5% | Perform other job-related duties as required, consistent with the class specification. |
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Job qualifications and/or conditions of employment: The incumbent in this position may travel up to 10% of the time to various locations across the state. This travel may include overnight stays. There is potential opportunity for a telework agreement.

"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 | | | |