

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>Labor Reconciliation Analyst</b>	
		Division and/or Subdivision <b>Admin Support</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 II</b>	
		Position Number <b>541-064-5393-XXX</b>	
		Effective Date <b>7/1//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.		
25%	Under the general direction of the HQ Admin Support Budget and Labor Supervisor I, and collaboration with lead analyst, the incumbent will undertake a range of sophisticated and specialized tasks supporting California Department of Forestry and Fire Protection's (CAL FIRE) HQ programs labor administration. The incumbent shall be responsible for the following duties:  <b>Timekeeper:</b> *Provide recurring reminders to programs on completion requirements of timesheets * Monitor system reports for Employee/Supervisor certifications. * Audit timesheet overtime against FC-33 Incident Reporting system. * Assist employees/supervisors with timesheet corrections. * Liaison with assigned HR Personnel Specialist if needed on timesheet issues. *Act as SME on Overtime/Compensatory Time Off (CTO), Bargaining Unit 8 and other department applicable Bargaining and Excluded benefits, wages, and compensation to review and identify personnel issues for resolution. * Act as general SME to troubleshoot questions and issues.		
25%	<b>Labor Reconciliation:</b> *In collaboration with the department Human Resources (HR) unit; serve as a general subject matter expert (SME) on California and federal labor laws, and bargaining unit agreements that affect CAL FIRE benefits and wages. * Research and analyze labor paid against labor projections. * Ensure compliance and accuracy of employee labor expenditures through an audit and reconciliation process including timesheets, HR pay records, and Fi\$Cal reports. * Prepare labor cost redistribution requests and ensure they are posted accurately by accounting. * Review, assess, and resolve labor benefit, wage, and compensation issues. *Act as a primary contact, maintaining a shared log with HR, to resolve employee pay issues.		
	*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 encounter 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:			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____	Date _____	Supervisor Signature _____	Date _____
<b>Personnel use only</b>			
<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.

25%      **Position Management:**  
 \* Analyze Budget Change Proposals (BCP) to track newly established or redirected positions.  
 \* Reconcile HR reports such as Schedule 8 and Standard 607s. \* Verify funding and budget status and analyze position changes. \* Prepare summary charts and written recommendations on position allocations and execute necessary budget transfers and expenditure adjustments.  
 \* Collaborate with program managers, HR, and the Budget Office to maintain accurate position data. \* Prepare reclass analysis and recommendations to ensure that all position alterations are sustainably budgeted within department and program guidelines.

20%      **Budgeting:**  
 \* Review budget transfer requests and submit as directed to Budget Office. \* Coordinate, maintain, and update shared files as directed by management in shared drive, Microsoft Teams, SharePoint, and other programs as systems change. \* Document and research historical records of position changes and budget transfers. \* Collaboratively participate in Schedule 8 reconciliation.

5%      Other duties as required.

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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**

Posted to Directory

\_\_\_\_\_  
 Initials and Date