

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Fire Plan Analyst	
		Division and/or Subdivision Office of the State Fire Marshal/Wildfire Planning & Engineering	
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	
		Class Title of Position Analyst II	
		Position Number 543-063-5393-705	
		Effective Date March 1, 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%	<p>The Wildfire Planning and Engineering Division is comprised of multiple programs that aim to mitigate the risk of wildfire: Fire Plan, Land Use Planning, Wildland Fire Engineering, California Incident Data and Statistics, and Fire Prevention Grants. Under the direction of the Supervisor I the Analyst II will assist the Wildfire plan team to perform a variety of duties independently and may act as a lead over projects, programs, and other initiatives. The incumbent will work closely with internal CAL FIRE units, contract counties, other governmental entities, and external stakeholders with respect to regulations, program policy and procedures related to the Fire Plan Program. Duties include but are not limited to:</p> <p><u>Fire Plan Coordination:</u></p> <p>*Research, analyze, review and distribute technical information to internal departments (including CAL FIRE Units and Regions), contract counties, other governmental entities, and external stakeholders with respect to regulations, program policy and procedures related to the Fire Plan Program. Initiate, develop, edit, draft and maintain various Fire Plan related administrative documents, and reports. *Serve as liaison between the Fire Plan Program and Statewide Program staff, independently responsible for coordinating the Fire Plan meetings, provide technical assistance, operational support and ensure compliance with related policies and procedures. *Create fillable PDF documents used by external and internal stakeholders. Initiate and develop comprehensive Fire Plan and data summaries for CAL FIRE executive staff to review. Coordinate and participate in onsite and offsite meetings and trainings.</p> <p>*Act as the first point of contact for complex day-to-day inquiries from the public regarding the Fire Plan Program. *Perform program functions including phone calls and emails; prepare correspondence and other information for dissemination to either internal or external stakeholders. *Consult and work with Wildfire Planning & Engineering program staff to provide training and direction on the Fire Plan program and related databases.</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>		
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: Travel may be up to 10% of the time and may include overnight stays.			
"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.

35%	<p>Research and Reporting: *Research and analyze Ignitions data, fire history, fire behavior research, fuel treatment statistics, and other data from a variety of sources to develop program and management reports and prepare response to complex inquiries for various meetings within CAL FIRE, the regions, and Units. Advise Fire Plan Program staff of any sensitive issues and make recommendations on a course of action regarding Ignitions data, fire history, fire behavior research, fuel treatment statistics and other related information. *Initiate, develop, and maintain Excel spreadsheets using advanced formulas and reports, using the data to make recommendations to management to avert potential problems. *Interface and work in tandem with CAL FIRE staff in Sacramento Headquarters, Regions and Units to develop responses and analyze spreadsheets, reports and make recommendations to management on developing trends. Track expenditures and prepare budget reports for management.</p> <p>*Update Fire Plan web page content and ensure all documents posted on the web meet federal and state accessibility mandates, provide written Fire Plan updates to the Communications Office for posting to the web or to other media to advise of pertinent information.</p>
20%	<p>Other Miscellaneous Functions: *Analyze Public Records Act (PRA) Requests from CAL FIRE's Legal Office; coordinate with staff to research and provide documents within specified time limits to meet priorities and deadlines. *Independently analyze administrative issues, public requests, process legislative and legal requests. Prepare needed correspondence and other information for dissemination either internally or externally; edit documents for accuracy, completeness, and appropriate grammar. Ability to project manage and provide purchasing and purchase order (PO) reconciliation for the CWPM program.</p>
5%	<p>*Write and update desk manual; provide backup support to other Wildfire Planning and Engineering staff as needed. Other job-related duties as assigned. Emergency Assignment Duties as required.</p> <p>Desirable Qualifications:</p> <ul style="list-style-type: none"> • Bachelor's degree in related field • Experience working with management and/or executive management • Experience working with the public • Excellent customer service abilities • Experience with Project management / Program management <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>

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: Travel may be up to 10% of the time and may include overnight stays.

"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	