

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position <u>County Grants Administrator</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.		Division and/or Subdivision <u>Shasta-Trinity Unit</u>	
		Location of Headquarters <u>Redding, CA</u>	
		Class Title of Position <u>Analyst II</u>	
		Position Number <u>541-213-5393-907</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.		
45%	<u>Under the direction of the Supervisor I – Finance, the County Grants Analyst performs the following duties and responsibilities in accordance with applicable statutes, regulations, policies, and procedures with a very high level of accuracy:</u> *Act as the subject-matter-expert (SME) on all grant-awarded programs for the Shasta Trinity Unit (SHU)/Shasta County Fire Department (SCFD). *Provides guidance, training, and technical assistance regarding grant requirements, applications, software, and administrative processes. *Researches funding opportunities and analyzes program requirements to determine eligibility, alignment, and operational impact. *Serves as the grant liaison between the public, Unit, and programs covering complex and controversial policies. *Develops and maintains good working relationships within all the different entities regarding grants. *Researches, develops, and writes grant proposals for the Shasta County Fire Department, ensuring completeness, accuracy, and adherence to Local, State, and Federal regulations. *Acts as the primary contact and administrator for application processing, Board approval, contract preparations, and purchasing for various Local, State, and Federal Grants. *Verifies grant expenditures and obtains supporting documentation, ensuring compliance with grant terms as well as State and Federal regulations. *Assures that invoices are processed and distribute copies to appropriate personnel, while ensuring uniformity of actions and compliance. *Maintains accurate audit-ready documentation and supports internal/external review processes. *Ensures proper communication between all entities. *Presents findings, project outcomes, and grant status updates to boards, committees, and unit leadership as needed.		
25%	*Performs a wide variety of analytical accounting duties, maintains complex statistical and financial records, and other various administrative duties. *Responsible for prioritizing and tracking all personnel labor awarded by grants. *Prepares, tracks, and invoices for grants. *Analyzes data and forecasts labor costs for grant-awarded positions and maintains grant tracking spreadsheets and fiscal sheets. *Projects personnel costs based on changes in rate letters and Memorandum of Understanding (MOU) agreement changes. *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: <u>May be required to work nights, weekends, and holidays.</u>			
"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 _____	

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continued...	*Prepares mid-year and annual reports for grant-awarded labor and operating expenses. *Provides accurate and timely financial analyses, projections, and reports for review by the Unit Chief, Administrative Officer, and local cooperators. *Compiles and makes recommendations on the allocation of grant programs, potential budget increases/reductions, and positions for the unit. Works with program managers on complex grant-related purchasing processes.		
15%	*Serves as support and back up for the Schedule C County Finance Officer. *Maintains knowledge and ability to complete Schedule A contract billing (AO-17s), including the preparation, tracking, and invoicing for Schedule A contracts. Maintains records for Schedule A programs and grants. Analyzes data and forecasts labor costs for Schedule A contracts. Assists in maintaining Schedule A tracking spreadsheets and fiscal sheets. Audits the annual budget as a backup for the Shasta County Finance Officer.		
5%	*Prepares reports for unit administration regarding grant allocations and spending trends, and reconciles positions awarded through grants.		
5%	*Serves as a backup to provide technical expertise regarding the administration of the volunteer firefighter program. *Serves as a backup for the County recruitment program and periodic payroll. Manages records and filing systems related to applicable financial activities, as required by government directives, including the storage of confidential documents.		
5%	Other duties as assigned.		
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