

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Training and EMS Analyst	
		Division and/or Subdivision Santa Clara Unit	
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 Morgan Hill, CA	
		Class Title of Position Analyst I	
		Position Number 541-116-5157-703	
		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.		
40%	Under the supervision of a Deputy Chief, the Training and Emergency Medical Services (EMS) Analyst will support the Training Bureau and EMS Program operations while performing the following duties: *Identify and analyze trends related to training allocation requests and areas where training may be needed. *Make recommendations to Training Bureau Battalion Chief for classes to be added or modified in the Unit Training Calendar each year. *Track, analyze, and report by classification detailed Santa Clara Unit training needs, problematic impacts (attendance levels, time of year, new regulations, etc.) and consults with Unit management on training needs (including required Joint Apprenticeship (JAC) training). *Evaluate Unit support provided to all Training Centers and provide findings to the Training Bureau Battalion Chief, along with recommendations of how to lessen impacts to the Unit and streamline participation. *Track, analyze, and report the numbers of "Trainee" assignments, estimate time of completion towards full certification and provide a critical review of the impact on the Unit Position Management System (PMS). *Provide subject matter expertise in support of training trends. *Makes recommendations to Training Bureau Battalion Chief on training alternatives and potential impacts of management decisions. *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:			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only ☐ 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%	*Input data into online training platform (Vector Solutions); which includes but not limited to all Unit training; *Prepare regular accurate reports regarding overdue or incomplete assignments; Works with the Training Bureau to process training paperwork and keeps track of training records. *Receives and maintains components of the Unit Training Bureau policy and procedures. Develop a clerical manual for office procedures and information relative to clerical activities including formats, names, addresses, phone numbers, routing, filing, distribution procedures and similar pertinent information. Audit training reports including routinely correcting math and coding errors; *Enroll and unenroll Unit personnel from training courses at the Unit and Region levels; *Create and utilize spreadsheets. Participate in monthly Northern Region (CNR) Training conference calls.
5%	Distributes a variety of material related to class attendance such as but not limited to; TR-60 Forms for students and instructors, student nomination packages, selection forms, course information packets and course pre-work material as needed.
5%	Provide administrative support to Training Bureau and EMS Program staff as needed. *Provides purchasing support for the Training Bureau and processes financial documents in the Financial System for California (FI\$Cal). Coordinate purchases and maintain inventories of various items including training supplies, office supplies and various event needs; Manage the scheduling of classroom use.
5%	*Primary contact for Driver Qualifications (DQ) files and record keeping and Employer Pull Notice (EPN) Program for the Santa Clara Unit. *Audit and reconcile employee records in online EPN Agent software (Samba Safety / Qorta) and training (Vector Solutions) platforms. *Monitor employee license and endorsement status and provide timely updates to Unit management.
5%	Designated backup for the EMS Continuous Quality Improvement (CQI) analyst. Collection of EMS data for developing statistical reports from Santa Clara Unit and its Cooperative Agreements utilizing electronic patient care records (ePCR). Assist with Training and EMS equipment and medication tracking. Provide copies of electronic patient care records (ePCR) for record requests. Identify and analyze trends related to ePCR reports and report them to Emergency Medical Services Coordinator Battalion Chief.
5%	Other class-related duties as required. *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.

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Job qualifications and/or conditions of employment: Must maintain effective interpersonal relationships with all co-workers as an integral member of the Santa Clara Unit team. The incumbent may work independently with minimum supervision, maintain effective time management, and workload prioritization skills. May be subject to working nights, weekends and holidays.

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

_____ Employee Signature	_____ Date	_____ Supervisor Signature	_____ Date
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