

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Analyst I	
		Division and/or Subdivision Southern Region / San Diego 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 Fox Fire Center, Santa Ysabel, CA	
		Class Title of Position Fox Fire Center Analyst	
		Position Number 541-314-5157-007	
		Effective Date August 10, 2026	
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 supervision of the Assistant Chief (Division Chief – Southeast Division/La Cima) and general direction of the Fire Center Battalion Chiefs and Administrative Fire Captain, the Analyst I is responsible for budget management, procurement, contracting, and program analysis at the Fox Fire Center. The Analyst will have frequent contact with upper-level personnel in other state departments, outside cooperating agencies, and local officials. All duties performed are in accordance with applicable statutes, regulations, policies and procedures, and with a very high level of accuracy. Specific duties and responsibilities include: BUDGET MANAGEMENT: *Oversee and administer the finances of the Fox Fire Center performing a wide variety of analytical accounting duties, maintains complex statistical and financial records. *Strategic budget forecasting and preparation based on priorities outlines by the Division Chief. *Maintain and reconcile the Fox Fire Center budget and operating expenses. *Independently process and maintain records for mid-year and year-end. *Analyze data and forecast revenues, reimbursements, and expenditures through the end of the fiscal year by comparing historical trends to the current needs of the Fox Fire Center. *Prepares miscellaneous budget reports, quarterly reports, and year-end financial statements by reconciling accounting records in Financial Information System for California (FI\$Cal). *Provide accurate and timely budget information to be utilized by the Division Chief and Unit Administrative Officer.		
25%	PROCUREMENT AND CONTRACTING: *Manage and oversee all financial transactions at Fox Fire Center. *Complete and process financial documents (e.g., Purchase Orders, Service Orders, Material Requisition Transfers, etc.). *Enter the purchase documents into FI\$Cal. *Process and reconcile monthly procurement documents relating to P-Card expenditures. *Order and monitor the receipt of goods. *Revise, correct, code, and process the CalATERS Travel Expense Claims. *Initiate paperwork on relocation expenses. *Manage and oversee contracting at the Fox Fire Center including but not limited to; routine services, minor and major maintenance repairs, minor capital outlay requests, using best practices, and following all state contracting rules. *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: May be required to work nights, weekends or holidays in support of emergency incident.			
"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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| 15% | PROGRAM ANALYSIS:
*Analyze, manage, and provide recommendations for programs at Fox Fire Center including but not limited to; training, vegetation program management, logistics, and subsistence. *Policy analysis, compliance, creation, and revision. *Regulatory review and compliance. |
| 15% | PERSONNEL MANAGEMENT:
*Oversee the personnel budget to verify accuracy of the Civil Service Permanent employee salary, overtime planned and unplanned, and benefit use on a monthly basis and verifying through Fi\$Cal. *Create and manage personnel rosters, working files, assist with personnel scheduling utilizing electronic scheduling system. |
| 10% | CLERICAL WORK:
*Type memorandums, letters, and confidential materials. *Process incoming and outgoing mail. *Perform receptionist duties as necessary. *Utilize Microsoft Office, Excel, Outlook, Power Point, Share Point, TEAMS in support of staff work at the direction of the Division Chief. |
| 5% | MISCELLANEOUS TASKS:
*Record automotive repairs, costs, preventative maintenance and fuel records. *Order, renew, and supervise gasoline credit cards. *Oversee the collection and purging of driver's logs. *Process ME-101 cards by entering data into the fleet system of record. *Process completed vehicle accident reports. *Assist in areas where the Division Chief designates. |
| 5% | Other duties as required. |

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