

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Analyst II	
		Division and/or Subdivision Technical Services – Contracts 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 Sacramento	
		Class Title of Position Analyst II	
		Position Number 541-025-5393-716	
		Effective Date September 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.		
60%	In the Department of Forestry and Fire Protection's (CAL FIRE) Technical Services (TS) Unit, the Analyst II works under direction of the Supervisor I. The incumbent functions as an Analyst II for Technical Services, providing support to Technical Services, Headquarters and the regions. The Analyst II must be able to work independently as well as cooperatively with others, maintain a high degree of initiative, ascertain workload priorities and work under pressure. Duties and responsibilities include but are not limited to: *Using FI\$CAL, create purchase orders for various programs within Technical Services. *Process and route Non-IT and IT-Goods requests, *Review invoices for accuracy and authorize/process invoices for payment. *Work with the CAL FIRE Departmental Accounting Office to ensure proper and prompt payment to vendors and the tracking of payments. *Interpret and apply Public Contract Code (PCC), State Contracting Manual (SCM) and State Administrative Manual (SAM) requirements; stay current with all pertinent policies and procedures relating to contracting (e.g., new contracts, renewals, amendments, change orders, task orders, sole source and advertising requirements). *Coordinate with Project Directors and Engineers to ensure CAL FIRE complies with the Division of the State Architect (DSA), and Office of the State Fire Marshall (OSFM) safety standards for retained Major and Minor Capital Outlay. *Consult with program staff to obtain relevant information to prepare various State mandated solicitations, *Review bid packages and verify tentative awards *Prepare contracts with appropriate language, insurance, bond, and legal requirements. *Process contracts for signatures, ensuring that all requirements are met and approvals obtained. *Work with Contract Managers to ensure that contracts and invoices are in place on a timely basis. *Monitor workload to eliminate delays in contract processing. *Document procedures, including handbook and guidelines for contracting services. *Assist in preparing weekly status reports for management. -*Necessitate follow-up with contractors, outside agencies, and internal stakeholders. *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: See page 2			
"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			

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16) - PAGE 2		Working Title of Position Analyst II	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
15%	* Research and provide recommendations to resolve accounting issues related to assigned funds in cooperation with the TS Budget team. *Work with the TS Budget team, Region, and Headquarters Unit personnel to identify funding or fiscal problems and take corrective action to resolve problems.		
15%	*Perform various routine administrative support functions such as TS Procurement intake, create and maintain desk procedure manuals, create and provide training. *Maintain and track Technical Services Contracts database		
5%	*Attend project meetings with departmental personnel. *Assist in regular and timely review of legislation and directives with contracting implications and incorporate authorized changes. *Work with project directors, engineers, architects, land surveyors, and other analysts and assist program staff in developing and preparing complex projects. *Prepare and present training material for program and field personnel.		
5%	*Perform other job-related duties based on program needs and/or those needs required to fulfill the Department's mission, goals, and objectives.		
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Job qualifications and/or conditions of employment: Required to drive state vehicles. Possession of a valid CA Class C driver's license.			
"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	