

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position CSR Operations Analyst II	
		Division and/or Subdivision Southern Region	
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 Riverside (South Ops)	
		Class Title of Position Analyst II	
		Position Number 541-401-5393-766	
		Effective Date July 1st 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 Forestry and Fire Prevention Administrator (Staff Chief of Operations), the Analyst II serves as the primary administrative and analytical support to the Staff Chief of Operations, as well as the Region Chief, Assistant Region Chiefs, and the Deputy Chief of Tribal Affairs, including scheduling, documentation, tracking of program tasks, and processing related paperwork. The incumbent performs the following duties: *Provide analytical support for Tribal Affairs activities within CAL FIRE's Southern Region. *Assist in ensuring compliance with Tribal consultation requirements and support operational programs that may affect Tribal Governments, cultural resources, or traditional use areas. *Conduct research, prepare correspondence, and coordinate communication with regionally affiliated Tribal Governments and other federally recognized tribes with ancestral or cultural ties to CAL FIRE project areas. *Ensure early notification, track consultation progress, and maintain organized records of tribal engagement in accordance with State mandates and CAL FIRE policy.		
25%	*Maintain centralized Tribal Affairs files, databases, and tracking systems to ensure accurate documentation of outreach, consultation milestones, and commitments made to Tribal Governments. *Responsible for elevating issues that require management attention, recommending procedural improvements, and ensuring respectful, timely, and consistent communication with Tribal representatives throughout the life cycle of projects and administrative processes. *Schedule meetings, document discussions, prepare consultation summaries, and monitor the status of tribal input for integration into project workflows. *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 _____		Date _____	
Supervisor Signature _____		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.
25%	*Maintain comprehensive oversight of the Southern Region Operations budget, including the development, monitoring, and tracking of all expenditures to ensure compliance with departmental fiscal policies and state regulations. *Responsible for forecasting operational funding needs, analyzing spending trends, and making data-driven recommendations to support strategic planning and resource allocation. *Ensure funds are utilized efficiently and transparently, prepare and review budget reports for executive leadership, and collaborate with program managers to align financial decisions with operational priorities. *Provide ongoing budgetary guidance to Region Operations staff and proactively identify potential funding issues, cost-saving opportunities, and operational impacts related to fiscal constraints.
10%	*Draft, edit, update, and maintain policies, procedures, handbooks, and administrative guides used by South Ops personnel. *Prepare reports, briefings, summaries, and operational documents derived from Region and Unit submissions. *Provide support to the Staff Chief of Operations by coordinating program tasks, deadlines, workload priorities, and routine reporting requirements across South Ops. *Maintain administrative reference materials, shared drives, rosters, program directories, and filing systems that support South Ops continuity. *Assist with calendar coordination, meeting preparation, room scheduling, and the compilation of briefing materials for the Staff Chief of Operations.
5%	*Coordinate travel arrangements, prepare itineraries, compile travel vouchers, and maintain travel records to ensure compliance with state policies. *Support administrative tasks related to supplies, vendor communications, and logistical planning. *Attend ongoing analytical training to maintain proficiency in Analyst II responsibilities. *Participate in internal committees, working groups, or administrative incident assignments requiring representation from South Ops.
5%	*Prepare agendas, take and transcribe dictation, and prepare independent correspondence. *Draft memos, summaries, reports, and communication products for review. * Develop, maintain, and update spreadsheets, trackers, logs, and filing systems (digital and physical) to support South Ops workflow, program oversight, and documentation requirements. *Ensure consistency, accuracy, and compliance with departmental formatting expectations.
5%	Perform other duties as required or assigned to support South Ops, administrative functions, and the Department's mission. *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 demonstrate knowledge of effective communication and leadership techniques, including coordinating the work of others, acting as a team leader, and representing the program before committees or administrative groups. You may be required to work nights, weekends, and holidays, and may be required to travel throughout the state.

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

Employee Signature
Personnel use only

Date
☐ Posted to Directory

Supervisor Signature

Initials and Date

Date