

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (04/01)		Working Title of Position Aviation Program Analyst I	
		Division and/or Subdivision Aviation Program	
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 McClellan	
		Class Title of Position Analyst I	
		Position Number 541-065-5157-904-003	
		Effective Date July 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.		
40%	Under the direction of the Supervisor II of Aviation Support Services Division, this position performs a broad array of administrative and clerical support as follows: *Performs data entry and maintains records in Aviation Program databases, including entering fuel receipts for aerial and ground vehicles and tracking contractor flight information related to wildland fire incidents. *Assists with procurement activities for office supplies and equipment for the executive suite in accordance with established procedures and required tracking methods utilizing Fi\$Cal and various databases.		
30%	*Provides general office support functions including, but not limited to, scheduling training rooms, arranging staff travel, answering and routing telephone calls, taking messages, receiving and distributing incoming mail. *Completes general filing and scanning. *Maintains integrity of all electronic retention files to ensure relevancy of current information as well as archives. *Serves as the initial point of contact for visitors upon arrival at the Aviation Executive Suites.		
15%	*Prepares routine correspondence, reports, forms, spreadsheets, and related documents using established templates and procedures. * Maintains the Aviation Program publications log and organizes reference materials, including magazines, manuals, and periodicals related to aviation operations and maintenance. *Assists staff by obtaining and distributing publicly available aviation-related materials.		
10%	*Supports scheduling interviews and organizing materials for retention files. *Coordinates and assists in onboarding and offboarding for Program staff respectively ordering equipment, phones, building passes, and fuel cards. Maintains records of all employees issued Personal Protective Equipment. Provides monthly training credential reports to Aviation Management.		
5%	Other 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.		
Job qualifications and/or conditions of employment: Knowledge of Microsoft Office Platforms such as Word and Excel. Must obtain Basic Purchasing Certificate for Fi\$Cal within the first year of employment with CAL FIRE. 5% travel may be required to travel for training and Department events.			
"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 _____	