

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position CSR Grant Analyst	
		Division and/or Subdivision Southern Region Headquarters	
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 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 23300 Castle Street Riverside, CA 92518	
		Class Title of Position Analyst II	
		Position Number 541-401-5393-720	
		Effective Date 08/10/2026	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
40%	Under the direction from the Supervisor I, and with guidance by the Assistant Chief w/Differential of Resource Management, the Analyst II (Wildfire Prevention Grants Program) is responsible for and performs the following duties: Grant Management and Compliance – *Reviews, analyzes, and administers Wildfire Prevention Grant applications and awarded grants to ensure compliance with program guidelines, State regulations, and grant agreement requirements. *Evaluates scopes of work, budgets, deliverables, supporting documentation, and enters and maintains grant-related information in CalMAPPER to ensure accurate program tracking and reporting. *Ensures required CEQA approvals and environmental compliance documentation are in place and that grant-funded activities comply with applicable environmental requirements. *Monitors project progress by reviewing quarterly reports, invoices, budget modifications, amendments, and closeout documentation to ensure timely completion and compliance with grant requirements. *Identifies deficiencies, provides recommendations for corrective actions, and assists and advises CAL FIRE Units and grantees throughout all phases of grant administration and coordination.		
25%	Technical Assistance and Customer Service – *Serves as the primary point of contact for grant recipients, CAL FIRE Units, Tribal entities, local governments, Fire Safe Councils, Resource Conservation Districts, and nonprofit organizations. *Provides guidance regarding grant requirements, reimbursement procedures, reporting requirements, eligible costs, and program policies. *Responds to inquiries through email, telephone, Microsoft Teams, and meetings while maintaining professional customer service standards. *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 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: Will be required to work nights, weekends, and holidays and travel throughout California. Must maintain excellent attendance and a professional appearance. Ability to work effectively with staff and management at all levels, manage multiple priorities, maintain attention to detail, and produce accurate work. Proficient in Microsoft Office applications (e.g., Word, Excel, Outlook, PowerPoint, Visio, Access, OneNote, Publisher, Power BI, Teams, SharePoint, and Adobe Acrobat).			
"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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Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
15%	Program Analysis and Documentation – *Research, analyzes, and interprets State and federal laws, regulations, policies, and procedures affecting the Wildfire Prevention Grant Program and other assigned grant programs. *Develops recommendations and prepare correspondence, reports, briefing documents, and management summaries. *Maintains accurate grant files and documentation within grant management systems, including Grant Portal, SharePoint, CalMAPPER, and other electronic records systems. *Tracks grant performance metrics, identify trends requiring management attention, and identify grant and contractual issues. *Recommend solutions to CAL FIRE Units and Grant Supervisor to resolve or mitigate grant and contractual issues.		
10%	Application Review and Award Process – *Participates in the review and evaluation of Wildfire Prevention Grant applications, including eligibility determinations, budget analysis, risk assessments, project feasibility, and scoring. Reviews applications for completeness and compliance with program guidelines. *Analyzes project scopes of work, budgets, and supporting documentation, and coordinates reviews with CAL FIRE Units and subject matter experts. *Assists in developing funding recommendations, preparing grant award documents, and drafting applicant correspondence to support timely grant awards.		
5%	Program Coordination and Continuous Improvement – *Assists with the development and revision of grant policies and procedures, standard grant operating procedures, guidance documents, forms, training materials, and process improvements. *Participates in stakeholder meetings, workshops, webinars, office hours, outreach events, and cross-functional workgroups to provide technical assistance, promote program consistency, strengthen stakeholder partnerships, and support the effective delivery of the Wildfire Prevention Grant Program.		
5%	Administrative and Other Related Duties – *Attends staff meetings, completes required training in a timely manner, assists with special assignments, maintains the confidentiality of sensitive information, and performs other duties as assigned in support of the Wildfire Prevention Grants Program and Southern Region Operations.		
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