

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Civil Cost Recovery Program Analyst II	
		Division and/or Subdivision Northern Region Cost Recovery	
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 Redding	
		Class Title of Position Analyst II	
		Position Number 541-101-5393-727	
		Effective Date	
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 Northern Region Cost Recovery Supervisor I, the Civil Cost Recovery Program Analyst II regularly performs a wide variety of complex analytical work and performs programmatic evaluations for the Civil Cost Recovery (CCR) and Law Enforcement (LE) Programs in the Department of Forestry and Fire Protection (CAL FIRE). *Assists with tracking all Civil Cost Recovery (CCR) cases using a spreadsheet/whiteboard, including viable/non-viable determinations made by Northern Region Law Enforcement Case Managers. *Acts as a lead to the team, coordinates assigned cases by tracking and meeting deadlines, monitoring progress, and analyzing and evaluating processes and workflows; assesses team workloads and provides recommendations to management to realign tasks and resources based on shifting priorities; ensures packages submitted to the case manager is complete and accurate, meeting all deadlines. *Performs quality control audits on final Activity Reporting and Costs Summary (ARCs) to ensure conformance with business processes, procedures, rules, regulations, and guidelines. *Acts as a subject matter expert (SME) for Civil Cost Recovery Packages, which includes finance matters concerning Department, Region, and Unit accounting processes during civil litigation, Incident Management Teams (IMT) structures, and Incident Command System (ICS) knowledge. *Assists with developing training curriculum and staff training. *Works with personnel at all levels to review and formulate procedures, policies, and develop program alternatives; makes recommendations for improvements to management and participates in the implementation of proposed changes. *Acts as a liaison between Unit and Contract County finance staff for joint litigation to recover State and County costs. *Coordinates with Case Manager and Legal Staff when CCR and Fire Management Assistance Grant (FMAG) or Federal Emergency Management Agency (FEMA) programs intersect. *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 two.			
"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.
35%	*Completes the more complex packages for incidents requiring a higher level of knowledge, understanding, and interpretation of federal, state, and/or local agreements, accomplished through research, networking, and coordination with the field. *Serves as the second-level reviewer for federal incident packages completed by Analyst I's prior to submission to the Case Manager and Legal. *Collects, organizes, analyzes, and reconciles data from incidents for subsequent reimbursement based on the following: CAL FIRE Personnel and Equipment Report (eFC33); Interagency Resource Ordering Capability (IROC); Report of Incident and Dispatch Actions (CAD); aircraft reports from Aviation Information Management System (AIMS); CAL FIRE Aviation Tracking and Information System (CATIS); supplier invoices and purchase documents; travel claims; and all other supporting documents. *Reviews, examines, audits, identifies, and successfully collects missing documents and determines the appropriate adjustments for all expenditures: eFC33; AIMS and operating expenses. *Utilizes the Activity Reporting and Costs Summary (ARC) program to generate thorough and accurate billing packages for full cost recovery of CAL FIRE's emergency response activity. *Maintains a strong knowledge of ARC types: Federal Emergency Management Agency, Fire Management Assistance Grants, cost share, assistance by hire, and civil. *Chooses package types and completes all required information in ARC. *Imports and adds incident-specific costs. *Compares ARC activity reports to the Financial Information System for California (FI\$Cal) queries/reports, reconciles and identifies valid unpaid/paid incident expenditures that did not import. *Acts as final signatory on ARC for the civil program attesting costs identified have been reviewed, are accurate, and have been determined appropriate expenditures for reimbursement.
20%	*Maintains competency in the use of FI\$Cal and is proficient in searching for a supplier and entering a supplier (i.e. Payee Data Record (STD 204)). *Reviews and interprets FI\$Cal queries/reports and uses FI\$Cal queries/reports to pull incident expenditure documents or attachments for reimbursement purposes. *Establishes cooperative working relationships with the Units, Headquarters, and outside agencies. *Communicates and accurately interprets information (oral and written) received from all levels within and outside the Department to proficiently complete assignments. *Prepares clear and concise correspondence; analyzes information and generates complex technical reports/spreadsheets and other documents. *Works with case managers, in-house counsel, and outside counsel to respond to interrogatories; discovery responses; subject to depositions; and will be the Department's finance expert at case mediations, settlements, and trials, as required. *Maintains confidentiality with cases.
5%	Completes other related duties as required, including but not limited to, various work projects, presentations, support assignments for law enforcement and emergency incidents. Assists the Federal Cost Recovery program when needed. *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: A desirable candidate will be able to retain information, successfully reapply the information and multitask; consistently exercise a high degree of initiative, independence, good judgement, integrity, and accountability, be able to identify problems, develop and evaluate alternatives, and recommend solutions. May be subject to travel throughout the State of California. May be required to work nights, weekends, and holidays to complete duties.

"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