

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Federal Property Analyst	
		Division and/or Subdivision Business Services Office (BSO)	
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 West Sacramento	
		Class Title of Position Analyst I	
		Position Number 541-036-5157-706	
		Effective Date August 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 supervision of the Supervisor I State and Federal Property and Recycling Unit, the Analyst I will be generally responsible for performing analytical functions using a conceptual approach to problem-solving and performing work of average difficulty in a wide variety of analytical staff service assignments. The essential duties include but are not limited to: Federal Property Programs - Federal Excess Personal Property (FEPP Program), Firefighter Property Program (FFP) *As state-level federal program analyst, approve assigned federal acquisitions, transfers, and disposals, produce federal reports. *Create and modify transactions in Federal Excess Property Management Information System (FEPMIS). *Assist federal cooperators by tracking property in FEPMIS. *Reconcile reports and transactions with the United States Department of Agriculture (USDA) Forest Service property management office. *Conduct physical inventory and review of federal property and federal aircraft use. *Assist/conduct trainings to include, federal screeners' and property manager's training. *Maintain current California Department of Forestry and Fire Protection (CAL FIRE) agreements with cooperators (local fire districts/departments). *Process federal activity address code requests. *Conduct federal property inventories, reports, and reviews. *Inform and assist federal property program cooperators and the public. *Write and edit policy handbooks, instructional manuals and public information materials as directed. *Continually monitor federal property database (FEPMIS) to ensure all acquisitions and disposals have been accurately and thoroughly completed through FEPMIS; check Unit data to verify accuracy. *Responsible for communicating and coordinating with multiple outside government organizations at the Federal, State, and local government level, not limited to: USDA Forest Service, US General Services Administration (GSA), Department of Defense (DoD), CA Department of General Services (DGS).		
30%	State Property Program Assist the State Property Coordinator in conducting annual physical inventory of CAL FIRE accountable state property working with all CAL FIRE Units, statewide. *Assist with acquisition, transfer, or disposal of departmental state property for the Sacramento-based Units within CAL FIRE.		
*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: 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 Federal Property Analyst	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
10%	State Property Program (Continued) *Assist in analyzing property data submitted by CAL FIRE Units for transfer, acquisition, or disposal within the CAL FIRE property inventory and the Financial Information System for California (FI\$CAL); confer directly with the DGS to ensure all regulations and requirements are met and transfer and disposal documents are ratified. *Assist in disposal of all State property within CAL FIRE in accordance with policy and procedure while networking with CAL FIRE Units to reutilize property and coordinates disposition with the DGS and other State agencies as needed.		
10%	Recycling Program *Provide support for the Recycling Coordinator in implementing the Statewide Recycling Program. *Monitor program mandates and alternatives for compliance; recommend policies and procedures for meeting recycling goals and increasing purchases of recycled post-consumer content products. *Implement policies and procedures statewide. *Provide guidance to field staff. * Assist the Recycling Coordinator in developing training modules, brochures, Power Point presentations, forms, procedures and reports. *Coordinate with California Department of Resources Recycling and Recovery (CalRecycle). *Attend meetings as required to support the program and Agency directives.		
10%	Business Services Functions *Responsible for contract/procurement services, which includes determining applicability of acquisition services, preparing services contract scope of work, act as contract manager for services, prepare and review procurement files in accordance with laws/policies; make final award. *Represent the BSO at meetings with departmental personnel, contractors/vendors, and control agency staff. * Assist with purchasing recyclable goods as required by the State Agency Buy Recycle Campaign (SABRC).		
	Other Job-Related Duties: *Work closely with policy workgroups to draft changes to policy, procedure, program guides, and other trainings with the Business Services Office. *Assist Local Services with CAL FIRE Uniform Badges issuance, DGS parking lot requests, and facilities requests.		
	Desirable Qualifications: Strong PC and application experience in Access, Excel, Word, Outlook, and internet platforms; persuasive writer; highly detailed, and responsive in preparation of work.		
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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: Travel is required up to 5% and may include overnight stays.			
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Supervisor Signature _____		Date _____	
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STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Federal Property Coordinator	
		Division and/or Subdivision Business Services Office (BSO)	
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 West Sacramento	
		Class Title of Position Analyst II	
		Position Number 541-036-5393-706	
		Effective Date August 2026	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
30%	Under the direction of the Supervisor I, Property and Local Services (PLS) Unit, the Federal Property Coordinator Analyst II serves as the lead analyst in the Federal Property Programs: Federal Excess Personal Property (FEPP) Program and the Firefighter Property (FFP) Program. The incumbent will serve as a lead analyst on the team and perform the more analytical functions using a conceptual approach to problem solving. The incumbent will perform work of complex difficulty in a wide variety of analytical assignments, program development, evaluation, review, and training assignments. The responsibilities of the position include, but are not limited to: Federal Property Programs – Federal Excess Personal Property (FEPP Program), Firefighter Property Program (FFP) *As a state-level federal lead program analyst, approve any assigned federal acquisitions, transfers, and disposals, produces federal reports, create and modify transactions in Federal Excess Property Management Information System (FEPMIS). *Assist federal cooperators by tracking property in FEPMIS. Reconcile reports and transactions with the United States Department of Agriculture (USDA) Forest Service property management office. *Lead physical inventory and review of federal property and federal aircraft use. *Assist/conduct training including federal screeners' and property manager's training. *Maintain current CAL FIRE agreements with cooperators (local fire districts/departments). *Process federal activity address code requests. *Conduct federal property inventories, reports and reviews. *Inform and assist federal property program cooperators and the public. *Continually monitor federal property database, FEPMIS, to ensure all acquisitions and disposals have been correctly and thoroughly completed; ensure and verify unit data is accurate.		
30%	*Write and edit policy handbooks, instructional manuals and public information materials as directed. *Responsible for high level communication and coordination with multiple outside *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: See page 2			
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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.

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| 25% | <p>government organizations at the Federal, State, and local government level, not limited to: USDA Forest Service, US General Services Administration (GSA), Department of Defense (DoD), CA Department of General Services (DGS).</p> <p>Property and Local Services (PLS) Programs
*As directed by Manager, assist the PLS Unit in sensitive and critical tasks and projects to meet compliance with other programs/areas such as: the State Property Program, the State Uniform and Badges Program, the Department Recycling Program, State Headquarters Facilities, and the Department Mailroom. *Assist the State Property Coordinators in conducting annual physical inventory of CAL FIRE accountable state property working with all CAL FIRE units, statewide. *Assist with acquisition, transfer, or disposal of departmental state property for the Sacramento-based units within CAL FIRE.</p> |
| 10% | <p>Business Services Office (BSO) Functions
*Responsible for contract/procurement processing, as needed, for assigned programs and regions, which includes determining applicability of acquisition services, advising program staff of proper procedure and providing consultation to obtain required information, preparing and reviewing packages in accordance with laws/policies, drafting scope of work for service contracts, acting as Contract Manager for specific service contracts. *Represent the BSO at meetings with departmental personnel, contractors/vendors, and control agency staff.</p> |
| 5% | <p>Other job-related duties as assigned.</p> <p>Desirable qualifications:</p> <ul style="list-style-type: none"> • Strong PC and application experience in Microsoft Office 365, Microsoft Teams, SharePoint, Excel, Word, Outlook, and other internet platforms • Persuasive writing abilities • Excellent verbal and written communication skills • Highly organized with a strong ability to handle competing deadlines • Excellent customer service skills <p>*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.</p> |

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Job qualifications and/or conditions of employment: **Travel is required up to 5% and may include overnight stays.**

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

_____ Employee Signature	_____ Date	_____ Supervisor Signature	_____ Date
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