

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Program Analyst	
		Division and/or Subdivision Office of the State Fire Marshal/Support Services	
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 Sacramento	
		Class Title of Position Analyst II	
		Position Number 543-500-5393-706	
		Effective Date January 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%	In the Office of the State Fire Marshal's (OSFM), Support Services Division under the direction of the Supervisor I, the incumbent works independently or as a team to provide consultation to all OSFM units on a variety of administrative matters and serves as a team leader on assigned projects. Duties include but are not limited to: *Provide consultative and technical expertise to program managers on a variety of administrative matters including contracts, budgeting, finance and personnel. *Monitor each unit's budgetary matters throughout the year to ensure they remain within allotments or to assist in redirection of funds to meet priorities. *Analyze and provide recommendations to management on all budgetary matters, including the development of budgets, purchase planning, allocations, reimbursements, out of state travel, and transfer of budget allotments. *Utilize the Financial Information System for California (FI\$CAL) to research and extract financial data and reporting to analyze difficult problems and errors for program managers to ensure proper corrected documents are prepared as necessary. *Complete monthly program budget and fund reporting; present information and make recommendations to Support Services and OSFM Program Managers to assist in achieving and maintaining financial compliance. *Collect and prepare data for management at mid-year, which identifies problems or potentially problematic areas, along with developing and evaluating alternatives for handling budget deficits and surpluses. *Coordinate the year-end accrual process and prepare end of year budget analysis for management.		
20%	*Maintain position control, including processing and monitoring requests to fill positions via the PO 200 (Request for Personnel Action) process. *Prepare requests to fill positions. *Work with program management to write or edit duty statements and to develop justifications for the filling of positions. *Utilizing Excel, track requests to fill positions through the entire approval process. (Continued page 2).		
*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 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			

Percentage of Time Required Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

10%

*Oversee certification of time, including compiling monthly time reports and exception documents. Establish and maintain position roster by program area, location, and fund sources requiring annual reconciliation of various reports (e.g., Schedule 8, Standard 607's). *Update the employee Master File monthly.

10%

*Work with committees and headquarter (HQ) programs on the development and revisions to several departmental handbook sections. *Act as lead, in the development of and creation of various instruction materials, user guides & handouts then coordinate and present training to end users. *Develop and maintain internal desk reference process and procedures. *Assist in the development and updating of accounting forms for use statewide on accounting functions and process. *Draft issue papers as requested.

10%

*Work with other program analysts to analyze, audit and process documents for payment, ensuring all are in accordance with the department's policies and procedures which are in accordance with the Department of General Services policies. *Ensure proper payment processing according to CAL FIRE's contractual agreements with other state and federal agencies.

10%

*Represent OSFM at statewide meetings and participate in decisions for system upgrades. *Responsible for identifying FI\$CAL training needs.

*Assist Support Services Supervisor's with a variety of administrative tasks. *Act as back up to other Support Services Analyst II's and Analyst I's as needed. Other job-related duties as required. Emergency Duty Assignments as required.

Desirable Qualifications

- Bachelor's Degree in related field
- Experience with Microsoft Office Suite
- High degree of initiative

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Job qualifications and/or conditions of employment: **Travel may be required up to 5% of the time and may include overnight stays. 5% Emergency Duty Assignments as required.**

"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