

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Fiscal Support Analyst	
		Division and/or Subdivision Southern Region / San Diego Unit	
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 San Diego Unit / El Cajon, CA	
		Class Title of Position Analyst I	
		Position Number 541-314-5157-002	
		Effective Date September 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.		
20%	Under supervision of the Finance Supervisor I (Unit Finance Manager) and general direction of the Finance Analyst II, the Fiscal Support Analyst performs a variety of accounting duties. The position requires the ability to operate a desk calculator and various office machines, knowledge of computer operations, and the ability to work independently, meet deadlines, and organize work effectively.		
15%	*Evaluate and review purchase order entries in the Statewide Financial Information System for California (FI\$Cal); *this includes verifying account codes, ensuring appropriate use of funds, performing budget checks, logging transactions, and approving documents related to purchases processed within the San Diego Unit (SDU).		
15%	*Coordinate the procurement card program for the SDU, including the Fire Centers and Conservation Camp. *Duties include requesting new cardholder accounts, maintaining awareness of all credit cards issued to approved purchasers within the Unit, requesting limit increases, and processing account deactivations.		
10%	*Provide support, guidance, and training to SDU purchasers and approvers; including supplying job aids, directing staff to applicable resources, and providing instruction on proper utilization of the FI\$Cal system to ensure compliance with policies set forth by governing agencies and to uphold delegated purchasing authority. *Maintain and monitor the SDU Purchasers Team document folders to ensure purchasers and approvers have current tools and resources.		
	*Manage FI\$Cal system access for SDU personnel; responsibilities include requesting new user access and performing role mapping. *Work collaboratively with Southern Region Finance and the Sacramento Business Services Office to coordinate staff access and ensure personnel meet the qualifications required to obtain and maintain FI\$Cal system permissions.		
*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: May be required to work nights, weekends, or holidays in support of emergency incidents.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		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.

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| 10% | *Input receipts for contract invoices and IT purchases into the FI\$Cal system for payment processing. *Ensure items charged on contracted invoices meet the agreed terms of the executed contract. |
| 10% | *Serve as the SDU contact for CalATERS claims. *Verify coding on claims and process Journal Vouchers (JVs) to DAO as needed for corrections. *Provide copies of approved claims for Schedule A billing packages. *Serve as the Unit contact for travel guidance, related policies, and proper use of the CalATERS system. |
| 5% | *Assist with auditing, entry, and tracking of incident purchase orders and service orders requiring payment at the unit level in FI\$Cal. *Documents may include "Assistance by Hire," "Call When Needed," and supply purchases made for incidents. |
| 5% | *Assist with the annual archival, scanning, and storage of finance files. *Set up new files and document logs to prepare for the upcoming fiscal year. |
| 5% | *Audit revolving fund and emergency time warrants submitted via AO-107s and FC-42s. *Responsibilities include maintaining the revolving fund check log and issuing document numbers for approved miscellaneous expenditures. |
| 5% | Other duties as assigned |
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