

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Leasing Analyst	
		Division and/or Subdivision Management Services/Technical 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 1131 S Street, Sacramento	
		Class Title of Position Analyst II	
		Position Number 541-025-5393-714	
		Effective Date September 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 general direction of the Supervisor I, the Leasing Analyst (Analyst II) is responsible for performing technical and analytical work related to statewide leasing. The incumbent will research and provide recommended updates regarding California government codes, policies and procedures affecting the California Department of Forestry and Fire Protection (CAL FIRE), including the Government Code, Public Resources Code, State Administrative Manual SAM), California Code of Regulations, Department of General Services (DGS) and CAL FIRE processes and authority. The position requires the incumbent to independently analyze data, present ideas and information effectively, analyze issues and take effective action by recommending changes and updates up through the proper management routing channel. The duties of this position may require public contact and require the use of discretion and independent judgement. Duties include but are not limited to: *Assist in the coordination of the development, preparation, and presentation of new lease agreements, amendments, renewals, terminations, tenant improvements and various other documents for the review and approval of the Supervisor I. *Review leasing requests and process required documents for lease agreements. *Assist in managing project scopes, schedules, and budget for transactions in support of CAL FIRE programs. *Help identify and use the appropriate authority to facilitate lease transactions and project coordination. *Provide recommendations in accordance with industry standards, best practices, and laws. *Advise and assist management on complex issues involving leasing. *Coordinate assignments in relation to contracts and agreements. *Plan and carry out policy analysis to anticipate changing conditions that impact budgets. *Ensure all agreement and contract documents are accurate and complete with terms that protect the interests of CAL FIRE and the State of California. *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 encounter 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 _____	

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16) - PAGE 2		Working Title of Position Leasing Analyst	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
25%	*Act as liaison between various stakeholders, including but not limited to, CAL FIRE Regions/Units, Department of Finance, Department of Technology, DGS, and Office of State Fire Marshal. *Act as CAL FIRE representative in coordinating with the DGS for DGS managed leases and act as project lead on other various other types of leases, such as Delegated, Interagency Agreements, Towers and Vaults, and Modular Trailers.		
25%	* In conjunction with the Supervisor I, work on identifying operational and program enhancement requisites relating to CAL FIRE leasing transactions. *Assist in the development of operational processes, policies, and procedures. * Use FI\$Cal to create and review purchase orders for lease payments; perform document review, and FI\$Cal data entry and analysis. *Review transactions for compliance with the SAM and various State and Federal codes and regulations. *Organize and maintain filing systems and databases for lease transactions; assist in developing processes, policies, and procedures in relation to CAL FIRE leasing activities.		
5%	*Assist in the development of legislative proposals, analyze proposed and enacted legislation, and make recommendations that may affect CAL FIRE.		
5%	* Other job-related duties as required.		
Desirable Qualifications • Strong interpersonal and communication (oral and written) skills • Excellent organizational skills and attention to detail • Ability to work under pressure and perform multiple tasks with accuracy • Bachelor's Degree or higher in related field.			
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