

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Finance Analyst	
		Division and/or Subdivision Nevada – Yuba – Placer 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 Auburn	
		Class Title of Position Analyst I	
		Position Number 541-252-5157-001	
		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 supervision of the Supervisor I – Finance, the Analyst I – Finance Analyst will evaluate, monitor, and respond to the finance needs of all assigned unit personnel. This position primarily oversees all financial, budgetary, and fiscal business practices for the Placer Fire Center, and provides additional support in all finance matters throughout the Nevada-Yuba-Placer Unit (NEU) as needed. The Analyst I maintains extensive knowledge of Department of Forestry and Fire Protection (CAL FIRE) policies and procedures to complete duties including, but not limited to: *Provides oversight of primary roster assignment for all financial matters at the Placer Fire Center. *Provides technical expertise and support to assigned field personnel on all matters relating to finance and procurement. *Analyze, audit, and assist with financial documentation corrections to ensure accuracy and timely completion. *Maintain and update Procurement Card (P-Card) files. *Assists in the development of statistical methods to review and interpret financial data, contributes to recommendations for improving procurement processes for review by unit management. *Monitor budgetary expenditures for all fire center goods and services and assist with tracking other unit expenditures outside of Information Technology (IT) related requests and purchases. *Ensure authorized allotments remain accurate and compliant with state and departmental procurement policies. *Assist in redirecting funds to meet priorities and in the identification of potential problematic areas. *Completes, reviews, and audits budget reconciliations, purchasing plans, and allocations; compiles evidence and analyzes data to provide recommendations to the Finance Analyst II on all budgetary matters. *Reviews funding requests for accuracy and merit, drafts justifications and memoranda as needed based on findings. *Act as a liaison with Business Services Office (BSO), Departmental Accounting Office (DAO), Sacramento Headquarters, and Finance Analyst II. *Communicates approved Fire Center and unit needs to vendors and suppliers. *Assist in the year-end accrual process and prepare the end of year budget analysis for the fire center and the unit to report to management. *Resolve payment dispute issues by researching, analyzing, and using independent judgement to interpret and apply regulations. *Maintains knowledge of purchasing rules for the fire center and the unit, including the prohibited purchase list and California Correctional Training and Rehabilitation Authority (CALCTRA) guidelines. *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 _____	

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16) - PAGE 2		Working Title of Position Finance Analyst	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
30%	*Obtain and maintain CAL FIRE Basic Purchasing Certification for \$49,999.99 and below. *Processes all fire center procurement requests from assigned field personnel, completes required data entry of all financial documents within the Financial Information System for California (Fi\$Cal), and reconciles assigned financial transactions monthly, following all purchasing rules and procedures. Assists with processing and maintaining other procurement requests and completes reconciliations for the unit as needed. *Facilitates budgetary/fiscal reporting in compliance with departmental policies. *Maintains awareness of changes to state purchasing guidelines and contracts with the Department of General Services (DGS) and the unit.		
15%	*Conducts audits of fire center financial documents for completeness, accuracy, and adherence to all state laws and limitations prior to submission, as well as other unit assignments as requested. Provides training on Fi\$Cal matters to CAL FIRE and NEU staff when needed. *Communicates needs for P-Card increases for the fire center to the Finance Analyst II. Provides technical assistance to staff on travel allowances and reimbursement using Concur and The California Automated Travel Expense Reimbursement System (CalATERS). *Assists in researching state approved vendors for the most fiscally appropriate purchases. *Act as backup to other unit Finance Analysts. *Ensure timely completion of all required department mandated, annual, Vector Solutions training and reports training status to Supervisor I.		
10%	*Differentiates and implements procedures appropriately for fire center/unit purchasing and incident purchasing. Assist with the purchasing of lodging and meals during unit-related incidents, ensuring that all purchases are accurately documented. Ensure that financial transactions related to these incident-related purchases are processed in accordance with incident purchasing guidelines and properly tracked for compliance and reporting purposes.		
5%	Other job-related duties as required.		
*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 subject to working nights, weekends, or holidays to complete duties. Must have the ability to think logically, multitask, take initiative, and apply laws, rules, regulations, and bargaining unit contracts; independently interpret and use reference material; communicate effectively; organize and prioritize workload; consult with mentor and supervisor on alternative actions for various transactions; always maintain confidentiality. Ability to work under pressure is strongly desired. May require working offsite for training, which may include overnight travel.			
"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	