

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Analyst I Finance	
		Division and/or Subdivision Tehama Glenn 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 604 Antelope Blvd, Red Bluff CA 96080	
		Class Title of Position Analyst I	
		Position Number 541-215-5157-001	
		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 Unit Finance Supervisor I, the Analyst I acts as a technical advisor to Unit personnel in the Tehama Glenn Unit (TGU) and consults on fiscal matters including fielding daily inquiries from field personnel. *Provides purchasing assistance, including Procurement Card (P-Card) support to assigned locations within TGU including TGU Shop finance tracking. *Prepares, processes, audits, and analyzes purchase orders, including P-Card packages and purchases ensuring account code accuracy, appropriate use of funds, and completeness for transaction processing into the Financial Information System for California (FI\$Cal). *Processes utility bills for assigned locations within TGU. *Processes payment requests for contracts, using best practices and following all state contracting rules. *Processes and reconciles monthly procurement documents for standalone purchase orders and P-Card expenditures. *Maintains and updates P-Card files and documentation; develops statistical data if required. * Maintains deposit logs and deposit tracking. * Deposits funds for Tehama Glenn Unit. *Prepares, audits, and processes financial documents in FI\$Cal (i.e. Services Orders, Material Requestions, Transfers, Agreement for Services, etc.). *Responsible for ensuring that payments and transactions are submitted in a timely manner to the Department Accounting Office (DAO). *Serve as liaison between employees and vendors in the implementation and processing of financial information. *Resolves payment and/or dispute issues by researching, analyzing, and using independent judgment to interpret and apply appropriate regulations. *Provides ongoing training and support with California Automated Travel Expense Reimbursement System (CALATERS) and FI\$CAL to field personnel. *Complete, maintains, and analyzes Unit meal cost reporting. * *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.

30% *Answers phone, takes messages, greets, and assists the public as required in the support of the Unit's front desk duties and overall function of the head quarter's front office when needed. *Performs monthly reconciliations and processes operating expenses and equipment journal vouchers (JV's) for TGU's operating budgets (Reporting Structures). *Ensures expenditures are posted to the correct funding source/service location. *Prepares monthly reconciliation of Personnel Allocation Control Management System (PACMANS) Labor Distribution Reports to FI\$Cal to ensure salaries are posted to the correct fund source/service location. *Prepares labor JV's to correct discrepancies. *Analyzes Unit's spending trends; makes projections, identifies possible deficiencies or overages, and makes recommendations for reallocation or redistribution as necessary. *Analyzes existing Unit procedures and initiates changes to maintain and/or improve effectiveness and efficiency of Unit Fiscal Policy. *Acts as unit check distributor or issuance when assigned.

20% *Assists with the maintenance of the revolving fund check log and issuance of revolving fund and emergency time warrants. Acts as back up for other unit finance assignments. *Provides ongoing training and support for Camp Office Technicians and headquarters Office Technician in accounting procedures. *Provides annual refresher training for Unit personnel in purchasing policies and procedures, including P-Card and preparing financial documents. *Assists with hired equipment processing. *Assists with Tehama Glenn Unit Travel Program assisting staff with all travel related needs and claims processing.

5% May be assigned special projects from Unit Supervisor I, and Unit Leadership Team as needed.

5% Other duties as assigned.

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Job qualifications and/or conditions of employment: **May be subject to working nights, weekends and holidays.**

"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