

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Certification & Purchasing Analyst	
		Division and/or Subdivision Office of the State Fire Marshal/State Fire Training	
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 I	
		Position Number 543-521-5157-xxx	
		Effective Date October 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.		
30%	In the Office of the State Fire Marshal (OSFM), State Fire Training (SFT) unit, under the supervision of the Supervisor I, the incumbent performs analytical, evaluative, and administrative support functions for the State Fire Training program. Duties include, but are not limited to, the following: *Serve as the primary purchaser for the SFT unit by conducting and coordinating procurement activities to support operational needs. *Create and submit requisitions in FI\$CAL in compliance with state procurement laws, Department of General Services policies, and departmental procedures to ensure the timely acquisition of office supplies, IT and non-IT equipment, and other goods and services. *Analyze, audit, and process procurement documents, purchase transactions, monthly bills, and miscellaneous invoices using the statewide financial system, ensuring accuracy, completeness, and compliance with applicable policies and procedures. *Maintain and update procurement tracking databases and records for purchases, expenditures, purchase orders, and procurement documentation to ensure accurate recordkeeping and accountability. *Receive goods against purchase orders and bills of lading; to facilitate accurate invoice payment processing. *Receive, log, and distribute incoming packages using the SFT purchasing database, research items not received, coordinate with vendors and requestors to resolve delivery discrepancies or damaged shipments, and arrange for necessary adjustments. *Assist with coding invoices, coordinating deliveries, maintaining office supply and equipment inventories, and filing and archiving procurement records in accordance with departmental procedures. *Reconcile the unit's CAL-Card, ensuring compliance with state procurement requirements and timely resolution of discrepancies.		
30%	*Exercise independent judgment in reviewing certification applications, including complex requests and supporting documentation, for approximately 26 distinct fire service certifications within State Fire Training (SFT). *Interpret and apply intricate policies and regulatory standards		
	*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: Up to 5% travel may be required 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	

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16) - PAGE 2		Working Title of Position Certification & Purchasing Analyst	
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15%	to determine applicant eligibility for initial certification. *Issue approvals or denials in accordance with established criteria. Accurately enter and maintain certification records in the Records Management System (RMS). *Draft and issue professional correspondence to inform applicants of deficiencies or corrective actions needed. *Serve as a key liaison to the California Fire Service community, providing timely and detailed information regarding professional certification standards. *Respond to stakeholder inquiries via telephone and email and educate individuals and organizations on certification requirements and processes. *Contribute to program evaluation by providing informed recommendations for policy and procedural improvements and preparing comprehensive monthly and annual reports as needed.		
15%	*Curriculum support with editorial changes to Course Plans, Certification Training Standards (CTS) guides, activities, skill sheets, student/instructor recourses, task books, training records, applications, checklists, implementation plans, interim procedures, staff reports, and other documents as requested by the Division Chief. *Support the field operations team with editorial changes to rulemaking packages in accordance with California Code of Regulations, Title 2, Administrative Procedures Act as requested by the Division Chief. *Support the program hiring managers with analysis of applications to verify that applicants meet required Minimum Qualifications (MQs) prior to hiring manager review.		
5%	*Serve as a back up to independently perform comprehensive evaluations of Course Reciprocity submissions, including those under the National Fire Protection Association (NFPA) and Recognized Course Reciprocity programs. *Assess applicant eligibility by interpreting and applying State Fire Training (SFT) regulations, validate payment compliance, and authorize course reciprocity through the Records Management System (RMS). *Ensure data integrity by maintaining precise records and documentation. Proactively manage and revise application materials to reflect regulatory updates, including the introduction or retirement of courses, thereby supporting operational consistency and statewide program alignment. *Support the PACE 3 Course Challenge process by administering the end-to-end procedural workflow, including intake, tracking, and assignment of applications to designated subject matter experts. Also coordinates an appeals committee if needed.		
	*Manage and maintain the SFT unit's records retention program in accordance with state retention schedules and departmental policies. *Coordinate the archiving, retrieval, and timely disposition of records across program areas, including certification files, procurement documents, and correspondence. *Maintain organized physical and electronic filing systems. Ensure compliance with applicable state records retention requirements. *Other duties as required; Emergency Duty Assignments as required.		
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