

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Procurement Education Analyst	
		Division and/or Subdivision Fiscal Services/Business Services Office (BSO)	
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 West Sacramento	
		Class Title of Position Analyst I	
		Position Number 541-036-5157-720	
		Effective Date January 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%	<u>Job Summary:</u> Under the supervision of the Business Services Office (BSO) Procurement Supervisor I, the Analyst I works in collaboration with a team to perform less complex analytical work related to the Department of Fire and Forestry Protection (CAL FIRE) Procurement training, education, and policy development programs. The incumbent will utilize various Microsoft Office programs, training software, and materials, and must have an understanding of various programs and applications related to State procurement, including the Financial Information System for California (FI\$Cal) PeopleSoft modules, California Contract Register (CCR), and Cal eProcure platforms. This position requires the incumbent to communicate effectively (orally and in writing) while dealing with internal and external customers, control agencies, management, employees, etc. The analyst must be able to work independently as well as cooperatively with others; must be able to maintain a high degree of initiative, establish workload priorities, and work under pressure. The incumbent is responsible for journey-level procurement and purchasing services assignments. Duties include but are not limited to: <u>Training Development Functions:</u> *Review training resources, including but not limited to the Basic Purchasing Certification Manual and presentation, Basic Purchasing Refresher presentations, emergency purchasing trainings, other procurement-related presentations, as well as various guides, job aids, and references for accuracy and appropriate formatting. *Maintain the CAL FIRE Certified Purchaser Database and provide research and recommendations for improvements to functionality, appearance, and availability of database information. *Participate in the Basic Purchasing Certification training class as presenter of procurement topics. *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 4			
"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.

35%

Training Development Functions, continued:

- *Present information as a subject matter expert in other acquisition-related trainings, including departmental conferences and workshops.
- *Assist in providing analysis and development of targeted trainings in response to audit and compliance review findings.
- *Collaborate with other BSO units to provide assistance and consultation on training development; ensuring professionalism in all external and internal resources and communications, as well as implementing consistency in format, appearance, voice, and style of all BSO trainings.
- *Conduct research on training software and strategies, including recommended platforms, formats, activities, and knowledge checks. *Provide recommendations on improvements for various training materials, including presentations, user guides, reference materials, and activities used for both in-person and virtual learning based on adult learning theories and practices.
- *Perform organizational and administrative functions related to logistics of facilitating and instructing training, including preparation and organization of training materials, development of MS Teams or other virtual resources for classes, issuing communications to students before and after trainings, validating completion of class requirements, working with the Sacramento Training Officer to ensure accuracy in roster and to ensure issuance of certificates, and utilizing the department's training management system appropriately.
- *Collaborate with department-wide training program(s) to ensure consistency in procurement-related curriculum and resources. &Follow training office procedures for annually scheduling classes to meet departmental needs as well as maintaining student rosters and allocating class seats.

Policy and Procedure Development Functions:

- *Analyze and interpret the Department of General Services (DGS) Procurement Division policy and procedure as defined in the State Contracting Manual (SCM) Vol 2., and the State Administrative Manual (SAM) to review, maintain, and/or update sections of CAL FIRE's 2600 Materials Management Handbook containing internal policy and procedural guidance for all non-IT acquisitions of goods as well as for non-IT service acquisitions under \$10,000.

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Job qualifications and/or conditions of employment: See page 4

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Supervisor Signature

Initials and Date

Date

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10%	<u>Policy and Procedure Development Functions, Continued:</u> • *Research Federal and State procurement laws, rules, and regulations pertaining to procurement. • *Consult with BSO managers and staff to develop, maintain, or improve internal desk procedures and analyst resources. • *Evaluate a variety of communication formats and draft or assist in developing procurement-related communications using appropriate methods, including policy, procedure, temporary directives, and procurement broadcasts. • *Provide requested information during departmental Office of Program Accountability (OPA) Audits or the Professional Standards Program (PSP) and serve as the subject matter expert on all procurement policies and procedures. • *Assist management in acquiring and reviewing requested materials for external governing agency audits. • *Analyze existing policies and procedures along with audit and compliance review findings and provide recommendations to BSO Management for improvement to issuance guidance as it pertains to organization, language, and content.
5%	<u>Emergency Incident Support Functions:</u> • *Aid the Fiscal Incident Support Unit in auditing POs for goods and services acquired during Emergency Incidents, including Emergency Response CAL-Card (ERC) transactions. • *Create and process POs, FI\$Cal Receipts, and perform transaction reconciliation within FI\$Cal, while following all internal procedures related to transaction auditing, reconciling, and tracking. • *Ensure all transactions are compliant with Departmental policies, including the 2600 Materials Management Handbook, 3800 Incident Fiscal Management Handbook, 10,000 Hired Equipment Program Handbook, as well as applicable laws, policies, and procedures. <u>Purchasing Services Support Functions:</u> • *Know and understand State and Departmental procurement policy and procedure to provide backup and assistance as a Buyer to perform solicitations for the procurement of non-IT goods purchases at dollar thresholds of \$50,000.00 or greater.
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Job qualifications and/or conditions of employment: [See page 4](#)

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5%	<u>Purchasing Services Support Functions, Continued:</u> *Know and understand State and Departmental procurement policy and procedure to provide backup and assistance as a Buyer to perform solicitations for the procurement of non-IT goods purchases at dollar thresholds of \$50,000.00 or greater. *Provide expertise and consultation to departmental staff related to State procurement policies and procedures regarding the procurement process, CAL-Card, Leveraged Procurement Agreements (LPA), Non-Competitively Bid (NCB) requests, Limited to Brand (LTB), and Special Category Requests (SCR). *Provide expertise and consultation to departmental staff through collaboration with other BSO sections regarding cross sectional issues, questions, and general troubleshooting and by assisting with research and general mailbox support.
5%	<u>Related Functions:</u> *Research and analyze procurement-related Public Record Acts (PRA) Requests, review documentation requested and provide applicable documents. *Perform specific research and/or prepare special reports as requested. *May participate in task groups, stakeholder groups and other departmental committees.
	*Other job-related duties as assigned.
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Job qualifications and/or conditions of employment: This position may require the incumbent to travel 10% of the time with the potential for overnight stays.

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