

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position <u>Reforestation Services Program Analyst</u>	
		Division and/or Subdivision <u>Resource Protection and Improvement, Sac HQ</u>	
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: <u>Sacramento</u> Physical Work Location: <u>L.A Moran Reforestation Center, Yolo County</u>	
		Class Title of Position <u>Analyst II</u>	
		Position Number <u>541-720-5393-XXX</u>	
		Effective Date <u>10/1/2026</u>	
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>Under direction of the Resource Management Administrative Finance Supervisor I and general operational direction of the Reforestation Services Program (RSP) Manager, the Analyst II independently performs a broad range of complex analytical, administrative, fiscal, procurement, and program support functions for the RSP and, by extension, the L.A. Moran Reforestation Center. The incumbent exercises a high degree of independence and judgment in researching and analyzing programmatic and administrative matters, developing recommendations, coordinating activities with internal and external stakeholders, and implementing solutions to support effective program operations.</u> <u>Finance and Procurement</u> <u>*Independently coordinate procurement activities for goods and services supporting nursery, seed bank, and facility operations, including analyzing purchasing needs, obtaining and evaluating bids and quotes, preparing documentation, processing purchase orders and invoices, and monitoring procurements through completion. *Analyze and monitor program expenditures, encumbrances, revenues, and available balances; reconcile discrepancies; maintain fiscal tracking tools; and prepare reports and recommendations to support management decision-making. *Coordinate with Resource Management and Wildfire Resilience administrative staff to ensure accurate fiscal reporting and compliance with applicable requirements. *Analyze and maintain financial and operational data related to seedling production, seed processing, sales, and other program activities to support planning, workload analysis, and management decisions. *Provide analytical support for grants and contracts, including monitoring expenditures, deliverables, timelines, and documentation and resolving identified issues.</u> *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: <u>See Page 2.</u>			
"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%

Program and Facility Administration

*Develop and maintain program administrative documents, procedures, meeting materials, reports, records, permits, and tracking systems necessary to support Reforestation Services Program operations. *Compile and analyze technical, statistical, and operational data; develop reports, identify trends and discrepancies, and provide findings and recommendations to management. *Coordinate with CAL FIRE Technical Services and local, county, and state agencies regarding facility maintenance, permitting, regulatory, and compliance requirements. *Maintain the program's Records Retention Schedule and coordinate authorized records destruction through BSO Facilities and Information Resource Management (FIRM). *Maintain and reconcile inventory records for IT equipment assigned to the facility and program staff. *Coordinate administrative and operational activities with appropriate Department units and track assignments through completion.

20%

Communication & Outreach

*Research, develop, and distribute technical and program information regarding the Reforestation Services Program to internal and external stakeholders. *Develop and edit program correspondence, informational materials, presentations, and outreach materials to include a quarterly program newsletter and annual reports. *Serve as a program point of contact, respond to inquiries and information requests, and coordinate responses with appropriate staff. *Coordinate communications with departmental units, partner agencies, industry representatives, and other stakeholders to support program activities and objectives. *Coordinate program meetings, tours, and outreach activities, including preparing and distributing materials, communicating with participants, documenting decisions and action items, and coordinating visitors and tour attendees. *Greet and provide awareness to site visitors, monitor entrance gate access, stage packages and deliveries for pick-up or internal routing.

5%

*Performs other job-related duties as assigned. *Complete required and elective training. *Attend meetings and events.

Desirable Qualifications

Proficient in Microsoft Office Suite, including Excel, Word, PowerPoint, Access, Outlook, and Teams.

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Job qualifications and/or conditions of employment: Travel may be required up to 5% of the time, which may be local or statewide and may result in overnight stays. Acquire and maintain Basic Purchasing Certification within six months of employment.

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature

Date

Supervisor Signature

Date

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Initials and Date