

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Grants Analyst	
		Division and/or Subdivision Fiscal Services, Business Services Office (BSO), Grants Management 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 West Sacramento	
		Class Title of Position Analyst II	
		Position Number 541-028-5393-763	
		Effective Date October 2026	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
25%	Under the direction of the Fiscal Services, Business Services Office (BSO), Grants Management Unit Manager (Supervisor I), the Grants Analyst (Analyst II), independently performs the more responsible, varied, and complex technical and analytical work relating to the essential functions of the Grants Management Unit. The incumbent is responsible for the overall preparation and administration of various CAL FIRE Grant Programs. Duties include but are not limited to: *Acts in a lead capacity over the more complex grant projects. *Establish the grant award in the Financial Information Systems for California (FI\$Cal) system and Grants Management Software system. *Review and analyze grant invoices, verify grant expenditures and supporting documentation to ensure compliance with grant terms, as well as State and Federal rules and regulations. *Distribute copies of invoices to appropriate personnel. *Maintain grant records, analyze, and recommend resolutions to discrepancies related to grant records, FI\$Cal reports, and any other related reporting systems.		
20%	*Coordinate the implementation of grant programs with program staff including development of grant guidelines, timelines and processes. *Independently consult and meet with Department, Unit and Region staff on the development and ranking of project proposals. *Develop internal processes and procedures for the administration of grants. *Respond to inquiries from the public on grant processes, funding opportunities and eligibility. *Prepare and execute grant agreements. *Work closely with Department, Unit and Region staff to ensure grants are proceeding in accordance with grant scope and timeline; determine remedies to deviations from approved grant project scope and terms and conditions. *Develop and present training material. *Represent the Grants Management Unit in workshops to the public in conjunction with program staff.		
20%	*Maintain an accounting of grant funds, grant accomplishments for individual projects, as well as the funding sources as a whole. *Prepare reports on a periodic basis for appropriate Departmental staff on grant accomplishments. *Ensure appropriate record retention to support the use of the grant funds.		
*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:			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		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 Grants Analyst	
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15%	*Research and present the more complex information and report on the use of grant funds.		
15%	*Gather data and documentation as necessary to respond to Public Records Act (PRA) requests, litigation, and other public requests for information, ensuring appropriate review by chain of command.		
5%	*Other job-related duties in accordance with the class specification. Desirable Qualifications • Experience providing excellent customer service • Strong PC and application Experience in Microsoft Office 365, Microsoft Teams, SharePoint, Excel, Word, Outlook, and other internet platforms • Experience working with executive level staff • Highly organized with a strong ability to handle competing deadlines • Database and/or data analysis skills • Experience working with all levels – internal and external • Quantitative experience – analyzing data, creating spreadsheets, using formulas • Bachelor's Degree or higher in related field		
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