STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT

PO-199 (06/16)

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.

Working Title of Position	Certification Exam Analyst
Division and/or Subdivision	Office of the State Fire Marshal/State Fire Training
Location of Headquarters	Sacramento
Class Title of Position	Analyst I
Position Number	543-521-5157-005
Effective Date	October 15th 2026

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
	Under the supervision of the Supervisor I, State Fire Training (SFT), the Analyst I is responsible for providing guidance, technical expertise, assistance, and support to all staff and applicants in administrative and certification matters relating to exam scheduling, certification requirements, and certification processes within the SFT Unit. Duties include, but are not limited to:
40%	*Analyze requests from Accredited Regional Training Programs (ARTP) and Accredited Local Academies (ALA) to schedule Fire Fighter I & II cognitive and psychomotor examinations and reexaminations. *Determine if exam proctors qualify and are set up accordingly in the SFT records management system (RMS). *Verify required student information on the examination scheduling request form and roster, identify new students, and import their information into RMS to create SFT Identification Numbers. *Approve requests that meet all criteria; deny requests not submitted within the required timeframe. *Issue individualized exam codes for each student and securely distribute codes and the randomly generated skills examination documentation to the academy coordinator and lead evaluator(s). *Maintain the security and confidentiality of examination content and candidate Personally Identifiable Information (PII) per department policy, and report suspected exam compromise or testing irregularities to the Supervisor I. *Respond timely to academy coordinators and lead evaluators on urgent live exam issues and technical questions regarding exam processes.
30%	*Analyze applications and supporting documentation to determine eligibility for various Certifications with International Fire Service Accreditation Congress (IFSAC) and National Board on Fire Service Professional Qualifications (Pro Board) accreditation. *Duties include interpreting and applying complex policies to determine if the applicant meets the criteria for certification, certification upgrade, or out-of-state reciprocity; issuing an approval or denial; maintaining a database of IFSAC and Pro Board certifications issued by SFT; and routinely reporting data to IFSAC and Pro Board as required.
	*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: Local and Statewide travel may be required up to 10% of the time 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 Exam Analyst

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
15%	*Serve as backup analyst for the analysis of applications and supporting documentation for approximately 26 different fire service certifications within SFT. *Duties include interpreting and applying policy to determine if the applicant meets the criteria for each certification; issuing certificates when appropriate; using and entering appropriate information into the records management system; developing/initiating correspondence outlining a candidate's incomplete or incorrect application; serving as a liaison to the California Fire Service on information for individuals and organizations regarding professional certification standards; responding to telephone or electronic inquiries; providing stakeholders with detailed information on the certification requirements.
10%	*Provide technical assistance by completing and providing research and analysis of data for special projects as assigned. *Develop, update, and maintain forms and templates used in SFT's certification and exam processes, ensuring they remain accessible and compliant with the Americans with Disabilities Act (ADA). *Make recommendations related to policy and program improvement to streamline the certification processes; *Provide monthly and annual reports to management as required. *Prepare articles for the State Fire Marshal newsletter and/or annual report. *Act as a backup for other SFT staff.
5%	*Other job-related duties as assigned.

Desirable Qualifications:

- Experience interpreting and applying written policies, regulations, or eligibility criteria to determine whether requirements have been met
- Experience with records management systems or relational databases
- Experience handling confidential, secure, or high-stakes materials
- Experience providing technical assistance to external stakeholders by telephone and email
- Experience compiling data and preparing recurring reports
- Experience with certification, licensure, credentialing, or accreditation programs

*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: Local and Statewide travel may be required up to 10% of the time 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