STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT

PO-199 (06/16)

Working Title of Position
Analyst II

Division and/or Subdivision
Fiscal Services/Emergency Fund Policy and Analytics/Financial Systems Support

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 HQ

Class Title of Position
Analyst II

Position Number
541-040-5393-700

Effective Date
September 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 direction of the Financial Systems Support Unit Supervisor in the Emergency Fund Policy and Data Analytics Branch, the Analyst II is responsible for the higher-level project research, data analytics, and management of Emergency Fund reporting for the Department. The Analyst II researches complex data and evaluates operational transactional system reporting needs associated with the Emergency Fund. As a project planning and research analyst resource for the program and various financial sections of the Department, the duties include but are not limited to:
30%	*Responsible for the development of department-wide Cost Estimate tracking tools, including but not limited to various personnel, equipment, crew, contract county, California National Guard, federal partner, hired equipment, and incident support costs. *Responsible for managing Cost Estimate reporting received from the field during fire season. *Independently analyze expenditure data from multiple sources such as FI$Cal and Detailed Cost Estimate reports regarding actual and estimated costs of incidents associated with the Emergency Fund and reconcile, maintain, and distribute associated reporting to Executive management. *Prepare and respond to ad hoc requests from Department of Finance, Legislative Analyst's Office, Budget Office, and Executive staff regarding estimated Emergency Fund incident costs, including but not limited to mandated Emergency Fund Quarterly Reports for the Legislature and Federal Management Assistance Grant incident threshold reporting. *Responsible for updates and maintenance of the Cost Estimating program utilized by field staff, including the 3800 Handbook. *Evaluate process improvements to the current incident cost collection systems and participate in implementing recommended enhancements. *Create and present training materials for the use of the Emergency Fund incident Cost Estimate reporting tool. *Resolve user issues reported with incident cost estimate program.

*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 3

"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

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DEPARTMENT OF FORESTRY AND FIRE PROTECTION
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Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
25%	*Support Federal Emergency Management Agency (FEMA) Validate As You Go (VAYGo) testing cycles, including documentation review, completeness and compliance verification, and coordination with internal program cost recovery staff and external California Office of Emergency Services (Cal OES) and FEMA regional staff. *Review cost recovery reports for sampled documentation submitted via Grants Portal/Manager for proof of payment, eligibility, accuracy, and compliance with Federal regulations. *Analyze incident, cost, and financial system data to support FEMA Requests for Information (RFI)/VAYGo cycles and state-level compliance. *Research and respond to RFIs issued by FEMA, including review of source documentation, validation of cost claims, itemization of expenses and tracking RFI outcome for VAYGo compliance and project closeout.
20%	*Manage program data analytics reporting tools such as FI$Cal voucher analysis and other Power BI Emergency Fund payment, supplier, and incident detail tools for program and departmental use. *Assist with review of local, state, and federal billing packages for payment processing in accordance with Cooperative Fire Protection Agreements and State Cost Recovery projects. *Maintain the Emergency Fund program's budget for personnel expenses and operating expenses, including monthly and annual reporting drills for the Budget Office.
15%	*Formulate departmental personnel, equipment, and Emergency Worker rates utilized in the cost recovery process. *Coordinate with Information Technology, Human Resources, and various program staff to ensure all pertinent expenditure data is included in personnel rates and any changes to collective bargaining agreements that may have a fiscal impact are considered when rate changes are developed. *Analyze collected data and supporting documentation to develop and substantiate rate calculation methodology. *Evaluate trends for proposed rate adjustments, provide recommendations to management, and processes changes for approval. *Update rates in the Activity Reporting Cost database. *Manage all 3900 Handbook Policy updates, including aircraft rates and organization of other program updates to the Handbook. *Assist with maintaining revisions to Emergency Fund Policy, procedures, and program updates to the field and Fiscal Services.

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Employee Signature	Date	Supervisor Signature	Date

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Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
10%	*Other job-related program support duties as requested, such as research and data analysis to respond to Public Records Act (PRA) requests and meet reporting deadlines, monitoring Unit mailbox inquiries and assisting with responses, and FI$Cal Role Mapping Project ID updates. *Develop and maintain Unit procedures and job aids associated with Emergency Fund program and assist the Unit with streamlining existing program business processes. *Work with journey-level staff on special projects, assignments, reporting and analysis, and other tasks in support of the program, such as financial system support and departmental data extracts from FI$Cal, PACMAN, FC-33, Crystal Reports, AIMS/CATIS, FEMA Grants Portal.

Desirable Qualifications:

- Strong communication and customer service skills
- Strong organizational skills
- Experience identifying improvements to data-related processes
- Experience using FI$Cal
- Knowledge and use of data analytics and visualization software such as Power BI
- Bachelor's or Advanced Degree in related field
- Experience with Microsoft Office Suite

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Job qualifications and/or conditions of employment: Overtime may be required during fire season, state emergencies, and/or during special project assignments. Up to 10% local or statewide travel for trainings, meetings and/or incidents may be required and may include overnight stays.

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Employee Signature	Date	Supervisor Signature

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