STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT

PO-199 (06/16)

Working Title of Position
Analyst I – Eel River

Division and/or Subdivision
Humboldt-Del Norte Unit / Eel River Conservation Camp

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
Redway, CA

Class Title of Position
Analyst I

Position Number
541-134-5157-001

Effective Date

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
50%	Under the general supervision of the Division Chief- Eel River Camp, the incumbent is responsible for budget oversight, procurement, contracting, and program analysis at Eel River Conservation Camp, in accordance with all applicable regulations, policies, and procedures. Specific duties and responsibilities include: **Financial Information System for California (FI$Cal) and Finance Responsibilities** *Oversees and administers the finances of the Eel River Conservation Camp performing a wide variety of analytical accounting duties and maintains complex statistical and financial records. *Supports strategic budget forecasting and preparation based on priorities outlined by the Division Chief. *Maintains and reconciles the Eel River Conservation Camp's budget, operating expenses, purchases, contracts, deposits, receipts, direct transfers and encumbrances to ensure accuracy, compliance, and timely processing of financial transactions. *Independently processes and maintains records for mid-year and year-end. *Analyzes data and forecast revenues, reimbursements, and expenditures through the end of the fiscal year by comparing historical trends to the current needs of Eel River Conservation Camp. *Prepares miscellaneous budget reports, quarterly reports, and year-end financial statements by reconciling accounting records in FI$Cal. *Provides accurate and timely budget information to be utilized by the Division Chief and Unit Administrative Officer. *Provides oversight and coordination of all financial transactions. May act as technical advisor to Eel River Conservation Camp staff and all other unit personnel on FI$Cal matters, which can include fielding daily inquiries from field personnel. *Completes and processes all financial documents and enter in FI$Cal. *Processes and reconciles monthly procurement documents. *Oversees the personnel budget to verify accuracy of the Civil Service Permanent employee salary, overtime planned and unplanned, and benefit use monthly and verifying through FI$Cal. *Orders and monitors the receipt of goods directly to Materials Warehouse and California Correctional Training and Rehabilitation Authority (CALCTRA). *Issues and processes Material Request Transaction (MRT)s. *Audits California Automated Travel Expense Reimbursement System (CalATERS) claims. *Provides oversight and administration of contracts to include routine services, minor and major repairs, minor capital outlay requests, using best practices, following all state contracting rules and unit process. *Maintains records and status of camp projects and bill sponsors accordingly. *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 2.

"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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Working Title of Position
Analyst I – Eel River

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
20%	**California Department of Corrections and Rehabilitation (CDCR) Responsibilities** *Responsible for overseeing the work of one incarcerated worker, the California Department of Forestry and Fire Protection (CAL FIRE) Clerk. *Completes monthly CDCR-101 performance evaluations on the CAL FIRE Clerk. *Compares and verifies custodial overtime reports to CAL FIRE FC-33's (Personnel and Equipment Report) to prepare FC-77's (Camp Center Emergency Time Report (Non-Firefighting)). *Compiles information daily and prepares monthly reports for incarcerated person(s) regular and emergency pay. *Prepares daily checkout sheets and prepares incarcerated person(s) timecards and distributes appropriately to supervisors. *Maintains all CDCR Operating Procedures digitally to facilitate yearly updating. *Types sensitive and confidential information and investigatory reports for CDCR Lieutenant and staff.
20%	**Administrative Responsibilities** *Processes incoming and outgoing mail. *Types memorandums, letters and confidential materials. Initiates responses and types correspondence requiring replies or action in the absence of the Division Chief. *Operates computers in accordance with department policies and maintains digital camp office files. *Utilizes Microsoft Outlook, Word, Excel, Power Point, Share Point, and Teams. Assists with Eel River Conservation Camp's policy analysis, compliance, creation, revision, and regulatory review/compliance. Answers telephone calls and provides information as necessary. *Utilizes the In-Time scheduling program to assist with the preparation of monthly work schedules. *Receives and transmits radio messages and maintains station logbook accordingly.
5%	May obtain Incident Command System (ICS) qualification and may be assigned to emergency incidents to perform duties as trained.
5%	Other duties as assigned.
	Positions located at a Camp or requiring the supervision of inmates requires compliance with the Prison Rape Elimination Act. Compliance is determined by completing a Live Scan prior to appointment and during the course of employment to verify the standards of the Code of Federal Regulations Part 115 Prison Rape Elimination Act National Standards are met.
	*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.

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Job qualifications and/or conditions of employment: May be subject to work nights, weekends, and holidays.

"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