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
Budget Analyst I

Division and/or Subdivision
Fiscal Services – Budget Office

Location of Headquarters
West Sacramento

Class Title of Position
Analyst I

Position Number
541-024-5157-718

Effective Date
October 9, 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 a Supervisor I, the incumbent is responsible for a variety of budgetary work. These duties and responsibilities require analytical and research skills, initiative, independence of action, and good judgment. This position performs the less complex oversight of fiscal and business practices and involves knowledge of Departmental policies and procedures. Specific duties include, but are not limited to:
40%	*Analyze the less complex budget requests and prepare reports, justification, and cost data for budget proposals. *Assist with preparing Personal Services and Operating Expense budgetary allotments and transfer budget adjustments for Department programs and units. *Analyze personnel documents, budget allotments, and expenditure reports for compliance with authorized budget. *Analyze proposed programmatic and/or organizational changes and recommend appropriate budgetary action. *Perform budgeting responsibilities of less complexity for initial budget loads, as well as ongoing maintenance of Personal Services and Operating Expenses and Equipment.
30%	*Review proposed legislation affecting the Department and the preparation of the fiscal impact for Department programs and units. *Analyze expenditure/budget data, assist with providing written/oral procedures and technical assistance to Department officials, employees, and others to give and secure information for budgetary funding changes, as well as special projects.

*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	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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Working Title of Position
Budget Analyst I

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
25%	*Assist in the preparation of the Department's program expenditure and funding detail for the inclusion in the Governor's Budget. *Assist with preparing supplemental or special budgetary information as requested by various department and agency officials, Department of Finance, and the Legislative Analyst's Office. *Assist with preparing documents and memoranda regarding appropriate action of fiscal and personnel transactions requiring delegated Departmental approval or submittal to Department of Finance.
5%	*Other job-related duties as required.

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Job qualifications and/or conditions of employment:

"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