

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Administration Analyst I – Vallecito Conservation Camp	
		Division and/or Subdivision Tuolumne-Calaveras Unit, Vallecito 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 San Andreas	
		Class Title of Position Analyst I	
		Position Number 541-431-5157-001	
		Effective Date 10/1/2026	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
45%	<p>Under the supervision of the Assistant Chief (Assistant Chief – Vallecito Camp), the Analyst I is responsible for the performance of various analytical and administrative duties as listed below. This individual maintains fiscal accounting, prepares budgetary reports, and ensures all fire camp purchasing is conducted in accordance with Department purchasing and procurement guidelines.</p> <p>*Audit financial Cal Card Statement of Accounts for all Vallecito purchases made. *Processing of all financial documents in the Financial Information System for California (FI\$CAL), ensuring all purchases made are in accordance with the Department's Cal Card policies and procedures, which are in accordance with Department of General Services policies. *Provide recommendations for a variety of administrative matters, including producing monthly budget updates to the Division Chief and designees as necessary. *Analyze and submit payment documents for approval, ensuring proper payment processing according to CAL FIRE's contractual agreements with state and federal agencies. *Analyze and provide recommendations to the Assistant Chief on all budgetary matters, including the development of budgets, purchase planning, allocations, reimbursements, Travel Expense Claims, and transfer of budget allotments. *Independently collect and prepare data for management at mid-year, identifying problem or potentially problematic areas. *Assist in the year-end accrual process and preparation of the end-of-year budget analysis for management. *Review, maintain, and prepare monthly Project Reports (FC-79), Camp Products/Projects Order Forms (FC-80), and process fire and support reimbursement packets (FC-77).</p>		
30%	<p>*Independently ensures daily tasks of typing, filing, preparation, and mailing of letters, reports, and inspections are completed accurately and timely. *Manage all warehouse inventory, IIPP training forms for crews, miscellaneous equipment records, and maintenance of all manuals, handbooks, contracts, and other applicable documents. *Maintain all office machines,</p> <p>*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.</p>		
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 _____	

Percentage of Time Required Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

CONTINUED

20%

computers, and supplies. *Track, purchase, and receive supplies for the office and fuel for fire camp as needed. *Meet with members of the public at the work center including vendors and delivery services camp as needed. *Meet with members of the public, including suppliers and delivery service personnel. *Accept, direct, and document deliveries to the work center, including food, fuel, warehouse supplies, and other materials. *Answer phones, take messages, and direct questions and inquiries to the appropriate personnel.

5%

*Prepare and process fire and other emergency time reports and work records. *Prepare daily crew status information and receive emergency dispatch information over the radio and telephone. *Maintain records of daily crew work activities and prepare daily staffing reports. *Provide training and maintain documentation for the Injury and Illness Prevention Program (IIPP). *Assist as needed with program evaluation and planning, systems development, and project management. *Research and gather data, develop statistical reports, and provide recommendations to the Assistant Chief. *Cooperate with other agencies, groups, and individuals in connection with departmental activities. *Serve as lead for incarcerated person clerk/porter. *Prepare confidential and nonconfidential letters and reports for CDCR and perform other clerical duties pursuant to Appendix A, Interagency Agreement, to provide CDCR with up to 5 hours per week of clerical support to type and prepare sensitive and confidential documents that cannot be processed by incarcerated persons.

*Process personnel and payroll documents, including electronic payroll (ePay and ePayFE), and prepare and process miscellaneous employee reports. *Analyze and review all personnel documents for accuracy and completeness prior to sending or submitting. *Perform other duties as necessary to support the operation of the Unit Headquarters offices. Perform other duties 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.

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Job qualifications and/or conditions of employment: **Must be proficient in computers. The individual who holds this position must be able to perform unaided or with the assistance of a reasonable accommodation. May be required to work irregular work hours and days, including weekends and holiday. May be required to travel within the state.**

"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