STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT

PO-199 (06/16)

Working Title of Position
Analyst I

Division and/or Subdivision
Legal Services Office

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
Sacramento HQ

Class Title of Position
Analyst I

Position Number
541-015-5157-004

Effective Date
October 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, the incumbent works closely with the Analyst II and Attorney I to assist with responses to requests submitted under the California Public Records Act (PRA). Duties include, but are not limited to the following:
50%	*The incumbent will be primarily responsible for evaluating, and maintaining the electronic GovQA database to assign, manage, calendar, and track timely completion of all incoming requests for records, and produces reports as required by the Legal Unit. *Incumbent organizes and manages case files for incoming requests. *Incumbent will research, analyze and review files and records and summarize them for supervising attorney and/or management. *Additionally, the incumbent shall assist the Attorneys in developing, coordinating, and conducting training for CAL FIRE staff. *Act as the department's primary contact for all requests made pursuant to the PRA. *Establish and enforce comprehensive and technical internal procedures for receiving, processing, and tracking for all PRA requests received by CAL FIRE's Headquarters office to successful and timely completion in accordance with law and Department policies. *Responsible for responses to all routine requests and assisting the Attorneys with responses to complex requests. *Prepare response letters that include correct citations when PRA document production exemptions are claimed; prepare extension letters for the Attorneys; coordinate the collection of records from appropriate CAL FIRE staff, which may include offices and program staff throughout the State; review records collected for exempt information and redact information where appropriate; and maintain the GovQA database and files for all responses and documents disclosed pursuant to each request.
25%	*Respond to telephone and written inquiries from the public and executive staff regarding interpretation of the statutes involving complex aspects of the Public Records Act process and departmental policies. *Provide advice to daily calls received from the two Region offices and 21 Units on responses to PRA requests received by those offices and consult with the Attorneys on complex questions. *Consult with attorneys within the Section for clarification on applicable statutes. *Assist the Attorney with preparing and conducting training to staff at the Regions and Units and various programs regarding the requirements of the PRA, including timelines, exemptions, and redactions. *Make recommendations to Attorney when issues arise concerning the Public Records Act Program. *Work with the Attorney and Chief Counsel to develop policies, guidelines, and memoranda to direct and assist staff in responding to PRA requests.
	*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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DEPARTMENT OF FORESTRY AND FIRE PROTECTION
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PO-199 (06/16) **- PAGE 2**

Working Title of Position
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.
15%	*Become proficient in Relativity document review software and assist CAL FIRE staff on use of Relativity. *Research and learn other software programs that may assist CAL FIRE in responding to PRA requests and make written recommendations to CAL FIRE staff on the results of that research.
10%	*Other job-related duties.

Desirable Qualifications

- Bachelor's degree or higher
- Experience working in a legal office or with legal records
- Excellent customer service
- Experience working with Executive Staff

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Job qualifications and/or conditions of employment: Knowledge of The California Public Records Act, can analyze statutes; utilize information technology to research information; work effectively under pressure; work cooperatively with a variety of individuals, programs, and organizations and maintain the confidence and respect of others; and handle strict deadlines.

"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