STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT

PO-199 (06/16)

	Working Title of Position Program Analyst
	Division and/or Subdivision Resource Management
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 II
	Position Number 541-720-5393-711
	Effective Date November 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.
	Under direction of the Administrative Unit Manager, the incumbent works independently or with other analysts as a team to provide consultation to Resource Management's Climate and Energy program on a variety of administrative matters. The incumbent serves as a team leader on assigned projects. Specific responsibilities and duties include but are not limited to:
40%	*Provides consultation and technical expertise to Climate and Energy program management on budget, finance, accounting, and other fiscal matters. *Develops, monitors, analyzes, and reconciles program budgets, expenditures, encumbrances, allocations, reimbursements, and fund balances using FI$Cal, Excel, and other departmental systems. *Identifies potential budget deficits, surpluses, funding issues, and other fiscal concerns; develops alternatives and provides recommendations to management. *Prepares expenditure, financial, and budget reports for program management, the California Air Resources Board (CARB), Grants Management Unit (GMU), and other reporting needs. *Analyzes and resolves complex FI$Cal issues and coordinates corrective actions as necessary. *Coordinates year-end accruals and prepares mid-year and year-end fiscal analyses. *Monitors grant project encumbrances and works with program management to identify and address potential grant funding issues. *Analyzes legislative and regulatory proposals for potential fiscal impacts to Resource Management programs. *Prepares fiscal bill analyses in coordination with program staff and coordinates submissions with Budget and Legislative Offices.
30%	*Procures goods and services for Climate and Energy in accordance with departmental and Department of General Services (DGS) policies, procedures, and purchasing requirements. *Monitors and audits procurement activities to ensure compliance with policy. *Reviews, audits, and processes purchasing and payment documents, including purchase orders, P-Card Statements of Accounts, invoices, receipts, and supporting documentation. *Ensures payments are processed in accordance with departmental and Department of General Services (DGS) policies, and any executed contracts or agreements. *Procures telecommunications goods and services for Resource Management staff. *Acquire and maintain Basic Purchasing Certification within six months of employment.
	*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

STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION
POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT
PO-199 (06/16) - **PAGE 2**

Working Title of Position
Program Analyst

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
15%	*Maintains position data and monitors personnel expenditures to ensure staffing costs remain within approved budget allotments and available funding. *Reconciles position rosters, labor reports, and personnel expenditures by program, position, and fund source to identify current or projected funding issues. *Analyzes personnel funding and recommends fund source changes, budget adjustments, or other corrective actions to program management as needed. *Coordinates and tracks requests to fill positions through the PO-200 and related approval processes and assists management with hiring justifications, duty statements, and organizational or restructuring packages.
10%	*Coordinates Out-of-State Travel requests for Resource Management staff in accordance with departmental policies and procedures. *Prepares and submits Out-of-State Travel Requests and Individual Trip Requests through the STD. 257 process. *Tracks travel expenditures, budget authority, and prepares the annual Out-of-State Travel Blanket.
5%	*Assists the Assistant Deputy Director of Climate and Energy and Administrative Unit Manager with a variety of administrative tasks and special projects. Other job-related duties as required.
	Desirable Qualifications Proficient in Microsoft Office Suite, including Excel, Word, PowerPoint, Access, Outlook, and Teams.

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: Travel may be required up to 5% of the time, which may be local or statewide and may result in overnight stays.

"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