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
Finance Analyst II

Division and/or Subdivision
Northern Region

Location of Headquarters
Santa Rosa/Redding

Class Title of Position
Analyst II

Position Number
541-101-5393-726

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.
	Under the direction of Supervisor I, Analyst II serves as a regional fiscal subject matter expert and performs the following duties:
40%	*Performs a wide variety of analytical finance duties and maintains complex statistical and financial records. *Ensures all fiscal work is completed in accordance with applicable statutes, regulations, policies, procedures, and with a very high level of accuracy. *Acts in a lead capacity, serving as subject matter expert and back-up for Regional Fiscal Services staff engaged in accounts payable, Procurement Card (P-Card) reconciliation, the Financial Information System for California (FI$Cal), the California Automated Travel Expense Reimbursement System (CALATERS), and various fiscal responsibilities. *Evaluates regional fiscal processes on a routine basis and provides recommendations for improvement to management. *Acts as liaison between Region, Units, and Sacramento Headquarter Programs. *Ensures compliance with the State Administrative Manual (SAM), State Contracting Manual (SCM), Public Contract Code (PCC), and all relevant laws, regulations, and Departmental policies and procedures.
25%	*Performs analytical duties for the Region, ensuring all revenues and expenditures are accurately recorded and assigned to appropriate funds. *Monitors Region expenditures and assists in complex transaction reconciliations. *Compiles, maintains, and distributes financial reports for use by management, providing updates on spending trends and reconciliation timelines. *Analyzes expenditure activity, identifies cost saving opportunities, and develops recommendations to help Region remain within budget. Supports the implementation of approved cost saving or efficiency initiatives and assists managers in resolving financial issues through research, consultation, and reporting.
	*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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Working Title of Position
Finance Analyst II

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
20%	*Serves as the lead P-Card processing, billing, and dispute coordinator, resolving payment issues by researching, analyzing, and applying appropriate regulations and policies. *Coordinates FI$Cal access for new staff, and acts as liaison between cardholders, approving officials, and the Departmental Accounting Office. *Processes and enters procurement documents, including purchase orders, receipts, reconciliations and related financial transactions into FI$Cal. Helps reconciles monthly P-Card expenditures, monitors receipt of goods, and initiates required relocation expense paperwork. *Evaluates the Region's P-Card processes, communicates policy changes, and provides recommendations to streamline practices and improve compliance and efficiency.
10%	*Serves as the Region's lead Finance Program representative, providing guidance, training, and support to program and unit staff. *Interprets and applies financial rules to assess and improve Unit accounting processes, maintain accurate records, and safeguard sensitive materials such as blank check stock. *Prepares accruals, monitors liquidation status, and compiles closing data reports. *Advises Region management on procedural improvements and communicate updates to the Supervior I as needed while maintaining all required training and certifications.
5%	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: May be required 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