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
BHWP Finance and Budget Analyst PROPOSED

Division and/or Subdivision
Behavioral Health and Wellness Program (BHWP)

Location of Headquarters
West Sacramento, Yolo County

Class Title of Position
Analyst II

Position Number
541-035-5393-704

Effective Date
November 17, 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 direction of the Behavioral Health and Wellness Program (BHWP) Administrative Officer, Deputy Chief, the Analyst II serves as the lead financial and budget analyst for BHWP. The incumbent independently oversees a significantly expanded BHWP budget; conducts complex fiscal analysis; interprets Fi$Cal reporting; processes emergency funds; manages procurement and contracts; coordinates financial oversight with BHWP components; leads modernization and process-improvement efforts; and supports organizational innovation. The Analyst II provides the Administrative Officer with real-time fiscal insights to ensure BHWP resources are aligned with CAL FIRE's mission and workforce needs.
25%	**Budget and Fiscal Management** *Serve as the lead over the CAL FIRE Behavioral Health and Wellness Program (BHWP) budgets. *Manage, monitor, and reconcile the BHWP Personal Services (PS) and Operating Expenses and Equipment (OE&E) budget and expenditures. *Responsible for creating various reports on a monthly, mid-year, and/or end-of-year basis, consisting of but not limited to; reconciliation reports, tracking budget balances, expenditures, obligations, and spending trends. *Ensure and provide immediate, accurate assessments of budget status and fund availability. *Ensure each Division is aware of their spending levels and remaining fund balances. *Analyze and reconcile Financial Information System for California (Fi$Cal) transactions, prepare Journal Vouchers (JV), and Transfer Budget Allotments (TBA). *Create various levels of financial reports, identify errors, process corrective actions, and ensure fiscal accuracy. *Manage and process Emergency Fund requests and expenditures, ensuring timely and compliant fiscal response during critical incidents. *Develop alternative budget scenarios addressing surpluses, deficits, staffing changes, and evolving program needs. *Compile, analyze, and articulate financial data to management to support decisions. *Facilitate implementation of cost savings initiatives. *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 3

"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	

Commented [GD1]: My only edit would be to state they would be responsible for the Mid Year and end of year repots.

Commented [TN1R2]: perfect will do.

Commented [TN1R3]: I updated the sentence above to reflect the suggestion. thank you.

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION **POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT** PO-199 (06/16) - **PAGE 2**	Working Title of Position BHWP Finance and Budget Analyst

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
25%	**Purchasing and Contract Oversite** *Prepare and process procurement documentation for complex goods and services in compliance with State Administrative Manual (SAM), State Contracting Manual (SCM), CAL FIRE policies, and state control agency requirements. * Ensure all functions are performed in accordance with applicable statues, regulations, policies and procedures, and with a very high level of accuracy. *Coordinate with Information Technology to procure IT goods and services for the BHWP. *Conduct market research, evaluate competitive bids, and develop purchase plans to support BHWP operations. *Maintain expenditure records and oversee inventory and asset documentation in accordance with CAL FIRE property standards. *Manage BHWP contracts from initiation to completion, including CAL FIRE-301 development (scope of work), budget detail creation, performance monitoring, invoice review, and contract usage tracking. *Oversee and assist with retreat contracts, including timely invoice processing, attendance reconciliation, documentation verification, and compliance monitoring. *Support grant coordination efforts that strengthen program capacity and mission expansion. *Serve as the Level II (Budget Check) approver in Fi$Cal, ensuring that purchase orders entered into the system are accurate and utilizing the proper coding. *Ensure that adequate funds exist to proceed with the purchase. *Maintain job-related expertise by completing ongoing internal and external professional development related to fiscal management, Fi$Cal, procurement, data systems, and administrative operations. *Stay current on statewide financial updates, budget improvements, and best practices.
25%	**Administrative and Operational Support** *Coordinate financial needs for BHWP, including conferences, meetings, and training support. *Work with Davis Mobile Equipment and the BHWP Deputy Chief of Operations on vehicle purchases, maintenance payments, documentation practices, and ground support inventory (e.g., FastTrack, fuel cards, safety gear). *Maintain knowledge of pathways for purchasing and transferring safety gear and other specialized items used to support BHWP's public safety personnel. *Coordinate budget planning and financial oversight with other BHWP components to ensure alignment and accuracy.
	*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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STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION **POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT** PO-199 (06/16) - **PAGE 3**	Working Title of Position BHWP Finance and Budget Analyst

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
	*Research, analyze, develop, maintain course cost analyses for BHWP. * Develop pricing and coordinate invoices for outside stakeholders that attend various BHWP sponsored courses and training. *Collaborate with Human Resources on salary projections, position control, and fiscal impacts of personnel actions. *Work with Budget and Accounting Offices on allocations, reimbursements, adjustments, and year-end processing. *Collaborate with internal and external budget/finance stakeholders. *Provide consultant services and technical expertise to the Administrative Officer on a variety of fiscal matters.
15%	**Innovation, Modernization, and Process Improvement** *Improve data organization, record retention, and reporting accuracy to strengthen program transparency and efficiency. *Modernize BHWP fiscal, administrative, and reporting processes using technology, automation, and digital tools. *Enhance workflow design, document management systems, and information organization to support streamlined operations. *Identify and implement innovative solutions aligned with CAL FIRE's modernization priorities, including digital workflow adoption and enhanced fiscal reporting tools. *Fluent and able to function within the Microsoft Suite platforms, such as, but not limited to, Microsoft Word, Excel, Share Point, Power BI, Outlook etc.
10%	**Marginal Functions:** *Perform additional duties as needed to support the mission, goals, and operations of the Behavioral Health and Wellness Program as well as the Department Strategic Plan. *Provide back-up coverage and assistance as needed to other Administrative Analysists.
	*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, or holidays in support of emergency incidents. Statewide travel may be required for up to 5% and may include overnight stays.

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Employee Signature	Date	Supervisor Signature	Date

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