

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Associate Government Program Analyst, Statewide Hired Equipment Program	
		Division and/or Subdivision Fire Protection / Command & Control	
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 Command Center	
		Class Title of Position Associate Government Program Analyst (Non-Supervisory)	
		Position Number 541-061-5393-904	
		Effective Date 8/1/2018	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
30%	Under the direction of the Assistant Chief, (Statewide Hired Equipment Coordinator) this position performs the more responsible analytical assignments and assists with maintaining the Department of Forestry and Fire Protection (CAL FIRE) Hired Equipment Program.		
30%	*Reviews and develops proposed updates to policy and procedure manuals intended to advance and maintain Hired Equipment Program expertise and compliance within the Department on a broad spectrum of administrative and program-related problems. *Serves as member of the statewide Hired Equipment Committee. *Provides verbal and written program information to field personnel, including Unit Administrative staff and Incident Management Team members. Writes and edits clear and concise documents and issue papers as directed. *Communicates effectively and concisely in written form, utilizing proper grammar and spelling, via memorandum or electronic media.		
15%	*Assists with investigating hired equipment complaints and maintains a statewide complaint/resolution log. *Utilizes the Hired Equipment Management System (HEMS) and maintains the HEMS database. *Delivers HEMS and Unit Hired Equipment Coordinator training to Department personnel. *Conduct audits of Unit hired equipment programs to ensure policy compliance and provides written evaluations and recommendations for improvement. *Provides Unit Chiefs with recommendations for sanctions in cases of vendor misconduct or poor performance.		
	*Obtains the training necessary to support the command centers (Sacramento, Region, and Unit) with processing orders for Hired Equipment for incidents. *Teaches and utilizes Department policies, procedures, and software programs (HEMS and the Resource Ordering Status System aka ROSS). Supports the command center during emergencies and non-emergencies with logistical support. This may include emergency purchasing and non-emergency purchasing and will require becoming a purchaser.		
	*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: *Short and long-term travel for meetings, training, or emergency assignments may be required, 5%.			
"We have discussed this document in its entirety and understand the duties of this position."			
_____ Employee Signature	_____ Date	_____ Supervisor Signature	_____ Date
Personnel use only			
		<input type="checkbox"/> Posted to Directory	
_____ Initials and date			

Working Title of Position
Associate Government Program Analyst,
Statewide Hired Equipment Program

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

10% *Prepares briefings and other presentations as directed. *Prepares written and analytical projects in support of Fire Protection executive staff and management, such as reports to the Governor's Office, Department of Finance, Legislative Analyst's Office, Director's Office, and other commissions and organizations as required. *Provides verbal briefings and/or reports to Executive Office, Governor's Office, and/or Legislative Office representatives as the Department's subject matter expert on the Hired Equipment Program. Delivers presentations to various stakeholders and audiences.

10% Manages the Program's operating budget, and makes recommendations to keep expenditures within budgetary limits. Seeks additional program funding through the preparation of Grant applications or Budget Change Proposals as necessary.

5% Maintains availability for assignment to emergency incident activities, which may include fire, flood, earthquake, or other emergencies.

*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: *Short and long-term travel for meetings, training, or emergency assignments may be required, 5%.

"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