

<p>STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)</p>	<p>Working Title of Position TC Coordinator / Project Services Analyst</p> <p>Division and/or Subdivision Management Services, Business Services Office</p>
<p>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.</p>	<p>Location of Headquarters 1300 U Street, Sacramento, CA</p> <p>Class Title of Position Staff Services Analyst (SSA)</p> <p>Position Number 541-028-5157-701</p> <p>Effective Date April 2019</p>
<p>Percentage of Time Required</p>	<p>Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.</p>
<p>40%</p> <p>20%</p> <p>20%</p>	<p>Under the direct supervision of the Staff Services Manager I (Project Services Section Manager), the Project Services Analyst performs a variety of technical and analytical work relating to the essential functions of the Business Services Office (BSO).</p> <p>*Assists with projects related to the BSO (i.e. – creating internal tools/resources for BSO).</p> <p>*Performs research on internal BSO policy/procedure in conjunction with State and Federal laws, rules, and regulations. *Evaluate existing BSO-related processes and determine recommendations toward achieving enhanced operational efficiencies including process automation. *Gather and summarize statistics and other data in response to requests from management and/or control agencies. *Prepare ad hoc reports and/or other recommendations using varied media and/or departmental databases. *Assists with the development, delivery, and maintenance of training material. *Assists other BSO analysts with preparing training material and coordinating training sessions for program and field personnel. *Arranges project meetings, and meeting notes.</p> <p>Acts as the liaison between the BSO and the CAL FIRE Headquarters (HQ) Training Officer (TO). *Process training requests from BSO staff to ensure documents have all appropriate signatures, prerequisites and attachments prior to being forwarded to the HQ TO. *Perform basic administrative functions in CAL FIRE’s records management system, Target Solutions, to ensure certificates of completion are uploaded according to departmental policy. *Manage BSO Target Solutions records. *Participate in biannual training coordinator meetings. *Meet deadlines as outlined in requests for information (i.e. – PO-227, Annual Focus on Safety, training audit documentation, annual training needs assessments, annual training nomination deadlines, etc.). *Forward TR-7s to HQ TO when applicable. *Create and maintain a usage plan for BSO’s Lynda.com subscription. *Maintain any/all receipts of completion as generated by Lynda.com.</p> <p>*Responsible for researching, analyzing, and formulating responses to Public Records Act (PRA) requests in accordance with Government Code 6250 et. seq. *Maintain all respective files for each request (both from CAL FIRE Legal and those requests internal to the BSO). *Maintain and keep current the PRA tracker. *Discuss any sensitive subject matter relating to a PRA with the Project Services Section Manager to come to a resolution. *Responsible for the regular and timely review of legislation and directives with contracting/procurement/state & federal property/recycling/Small Business and Disabled Veteran Business Enterprise implications and ensure that affected staff is informed of changes; prepare legislative bill analysis, as needed. *Maintain all records for any legislative bill analysis as well as conduct/reserve any and all applicable research. *Acts as the liaison between the BSO and CAL FIRE’s Fire Protection Program to ensure all Local Government Agreements (LGAs) are executed per departmental policies and procedures and in alignment with the Department of General Services (DGS) requirements.</p> <p>*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.</p>

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 DEPARTMENT OF FORESTRY AND FIRE PROTECTION
POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT
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Working Title of Position
 Training Coordinator / Project Services Analyst

Percentage of Time Required

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

10%

10%

*Acts as the liaison between the BSO and CAL FIRE Information Technology (IT) to maintain the most current information on the BSO's intranet page. *Makes periodic updates to information and reference materials available on the intranet page as approved by the Project Services Section Manager. *Coordinates with the BSO staff to write a monthly article relating to the BSO functions that is later published in the monthly Connections newsletter sent to departmental staff.

*Assists with the coordination of the Forestry Logistics Officer (FLO) conference (to include researching, coordinating, and reserving host site/lodging when applicable). *Assists with varied finance functionalities (time keeping, parking fee collections, etc.) when applicable and as directed by the Project Services Section Manager.

*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:

"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