

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Forest Health Grants Administrator/Coordinator	
		Division and/or Subdivision Southern Region Headquarters	
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 23300 Castle Street Riverside, CA 92518	
		Class Title of Position Associate Governmental Program Analyst	
		Position Number 541-401-5393-702	
		Effective Date 01/01/2020	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
30%	<p>Under the direction of the Administrative Officer III, and with guidance by the Assistant Chief of Resource Management, the Forest Health Grants Administrator/Coordinator is responsible for and performs the following duties:</p> <p>*Assists the Units in all phases of grants coordination and processing. *Determines if grants for services are applicable. *Advises Unit staff of correct procedures, e.g., new grants, sub-grants, agreements, renewals, amendments, source or advertising and contract requirements. *Consults with Unit staff to obtain information needed for grant proposals and agreement packages, requests for grant funding and qualifications. *Reviews grant proposals, agreements, sub-grant agreements, contracts, and amendments for appropriate language, legal requirements, and accurate completeness. *Monitors process to eliminate delays in grant funding and expenditure processing. *Develops, plans, and implements grant proposals, sub-grant proposals, contract and amendments. *Identifies grant and contractual problems. *Suggests solutions for Units and Region Management to mitigate grants and contractual issues. *Assists Units that have Forest Health and Fuels Grant funded personnel with the administrative and coordination process with Region staff located in Fresno. *Coordinates grant related support duties for (2) Resource Management, Staff Services Analysts. *Develops and maintains a grants database and provides required grant reports to CAL FIRE Administration, other Resource Agencies, United States Forest Service, legislature, and constituents. *Initiates and completes projects related to grant activities, such as designing forms, writing procedures and guidelines. *Reviews legal requirements and modifies packages as necessary.</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>		
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: Will be subject to working nights, weekends and holidays. Will be subject to travel throughout the state. Great attendance and professional appearance required. Ability to work with various levels of staff and management, multitask and prioritize, pay attention to details and complete accurate work. Proficiency in the use of Microsoft Office programs (e.g., Word, Excel, Visio, PowerPoint, OneNote, Publisher, Skype, Access, Outlook, Power BI, etc.). G Suite proficiency is desirable.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only <input type="checkbox"/> Posted to Directory		Initials and date _____	

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
25%	*Acts as lead and works with Unit, Region, and Sacramento Headquarters staff on developing, preparing, and completing complex grant requests, sub-grants, agreements, contracts, and amendments as well as, plans, organizes, analyzes, and coordinates the grants process.
10%	*Initiates and prepares grant requests independent of Sacramento as instructed by the Deputy Chief of Resource Management and/or the Forest and Fuels Program Manager.
10%	*Ensures that all procedures conform with grant policies, requirements and current protocols. *Communicates with Region personnel on all grant position control issues. *Provides reports and other tools on future grant positions to ensure proper communication.
5%	*Acts as lead, audits and approves Personnel Equipment Incident Time Reports (FC-33) for accuracy and makes the appropriate adjustments to ensure accurate and complete cost reports. *Provides the final signatory verification and approvals of personnel, equipment and miscellaneous costs and invoices charged to Grant Program Cost Accounting (Service Location) codes.
5%	*Consults and assists the Forest and Fuels Program Manager with oversight, audits, and analysis of grant budget preparation, mid-year analysis and year end reconciliation. *Provides recommendations to Administrative staff on adjustments on projections as needed.
5%	*Develops and implements training material and conducts training sessions on all aspects of grant preparation and administration to Unit and Region personnel.
5%	*Acts as support for Southern Region employment recruitment. *Travels and provides support at job fairs, colleges, universities, etc., for Southern Region Recruitment efforts.
5%	*Provides administrative support to Southern Region Operations as needed. Other duties as needed. *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:

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