

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Position Management Analyst	
		Division and/or Subdivision Cooperative Fire Admin Support	
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	
		Class Title of Position Associate Governmental Program Analyst	
		Position Number 541-064-5393-709	
		Effective Date July 1, 2024	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
35%	Under the direction of the Position Management Staff Service Manager I, Cooperative Fire Administrative Support team, the incumbent shall perform a variety of complex and specialized functions in support of Cal Fire position management process. Responsibilities include planning, monitoring, reconciliation of positions, adherence to position management policies and procedures, document tracking processing, database management, position related budget management, and capable of identifying and resolving labor, benefit & wages inaccuracies, and other related functions. The incumbent shall be responsible for the following duties: *Establish and maintain partnership with Program Managers, Human Resources, and Budget Office to ensure accurate reporting of positions. *Assist to develop and implement the process to ensure all allocated positions are appropriately entered in the position management system (PACMAN's), and detect errors, duplication, and omission of data. *Verify that positions are budgeted; ensure positions have been properly approved; track and provide historical reference data; prepare vacancy reports; provide position tracking templates.		
25%	*Assist in the integration of position management process to establish, maintain, monitor, and fill positions under all Cooperative Fire and Fire Protection programs. *Ensure that all newly established, reclassifications, or any other position alterations are accounted for and coordinated with the necessary Cal Fire departments within department guidelines. *Prepare monthly reporting outlining each vacant positions status to fill for management review.		
15%	*Review, identify, and resolve Labor benefits, wages and compensation issues and act as a point of contact for program for other personnel issues until resolution. *Maintain active shared log identifying status of all inquiries or issues related to Personnel matters. *Act as point of contact with program personnel, when appropriate, for any inquires and or complaints regarding related issues, work with Human Resources to resolve issues.		
*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: Position may work a hybrid work schedule requiring no less than two days in office. Consideration of telework is subject to change based on operation needs.			
"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	

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
10%	<p>*Provide recurring reminders to all Programs on completion requirements of timesheets. *Monitor system reports for Employee/Supervisor Certifications. *Assist employees/supervisors with timesheet corrections. *Provide support and assistance to employees and supervisors with timesheet completion. *Act as general Subject Matter Expert to troubleshoot questions and issues. *Liaison with Human Resources Personnel Specialist. *Act as general Subject Matter Expert on Overtime and Compensatory time off (CTO), Bargaining Unit 8 and other department applicable Bargaining, and excluded benefits, wages, and compensation, in order to review and identify personnel issues to create resolutions. *Assist in monitoring and reporting "Dock" situations. *Act as General Subject Matter expert on electronic time keeping system Epay/FE.</p>
10%	<p>*Analyze Budget Change Proposals (BCPs); monitor and track new positions. *Recommend position allocation; verify funding and budget status, analyze position changes; assist with duty descriptions, and BCP matrix to support requests. *Assist in maintenance of workload metrics for all Cooperative Fire and Fire Protection programs.</p>
5%	<p>Other duties as required.</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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