

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Grants Analyst	
		Division and/or Subdivision Southern Region	
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 Riverside	
		Class Title of Position Staff Services Analyst (General)	
		Position Number 541-401-5157-xxx	
		Effective Date 07/15/24	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
50%	Under the supervision of the Southern Region Resource Management and Grants Staff Services Manager I, the incumbent for this position will perform and be responsible for the following: *Research, analyze, reconcile, audit, and maintain records for grant invoices. *Acts as a liaison for grantees, programs, units, region, and Grant Management Unit (GMU). *Support the Associate Governmental Program Analyst (AGPA) with grant related projects, reports, procedural guides, scoring, and communication. *Provide support to Southern Region units and programs with grants regarding grant review, budget review, progress report review and invoicing. *Assure that invoices are processed and distribute copies to appropriate personnel, while ensuring uniformity of actions and compliance. *Maintain grant records and logs, assure communication between all entities. Help and support all entities with grant software and requirements for reporting.		
20%	*Support AGPAs as point of contact to the public, units, and programs representing the State and CAL FIRE, while addressing regional public inquiries about grant programs. *Grantee support with invoicing and grants portal.		
20%	*Provide support with CAL FIRE Management Activity Project Planning Event Recorder (CalMAPPER) grant entry by analyzing information and reports that have been submitted and then interpreting to transfer information into CalMAPPER. *Support AGPA in review of the Minimum Collection Data Attributes (MDCA), data grant entry monthly into Air Table.		
5%	Attend training classes in relation to Individual development plan (IDP), grant's and purchasing procedures as needed.		
5%	*Provide administrative support to Southern Region Operations as needed. Other duties as assigned. *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: Must be able to work 8:00 AM – 5:00 PM, Monday-Friday or an alternative weekday work shift. Will be required to work nights, weekends, and holidays during emergency incidents. Will be required to work nights, weekends, and holidays during emergency incidents. Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles is required prior to appointment.			
"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 _____	