

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Staff Services Analyst	
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.		Division and/or Subdivision Office of the State Fire Marshal / Fire and Life Safety	
		Location of Headquarters Sacramento	
		Class Title of Position Staff Services Analyst	
		Position Number 543-533-5157-007	
		Effective Date 07/01/2023	
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 supervision of the Staff Services Manager I, the Staff Services Analyst (General) (SSA) in the Fire and Life Safety Division is responsible for providing program coordination including, but not limited to, analytical review of program policy and procedures for program development and enhancement, while providing consultation to staff of various level. Responsibilities include, but are not limited to:		
20%	*Collect and analyze for the completeness and accuracy of program data. *Identify program metrics to monitor and evaluate the effectiveness and impact of plan review and construction programs. *Develop project management plans for data analysis of plan review and construction projects, monitor project milestones and deliverables. *Collaborate with internal and external stakeholders to improve report forms for data collection. *Assist in the development of division data reporting standards and processes. *Ensure data quality, accuracy and integrity of all data reports for plan review and/or construction projects.		
20%	*Coordinate and implement the Plan Review permit application processes; receive and review a variety of permit applications, construction plans, and supporting documentation for completeness, accuracy, and conformance with state building codes and other applicable criteria. *Accept and review initial plan review for permit applications; examine and analyze plans for completeness and conformance with applicable processing requirements. *Secure and obtain missing information from internal and external customers to determine which level of review is required for plans and inspections; enters detailed information into computer-based systems.		
	*Assist in the development and implementation of contracts, policies, procedures, and the Deputy Campus Fire Marshal (DCFM) program. *Assist with the development of statistical reports, program analyses, written reports, presentations, correspondence, and other materials distributed to internal and external stakeholders. *Revise and extract data from dashboards to track program compliance, and performance outcomes using visualization tools.		
	*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: See page 2.			
"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 _____	

