

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)		<b>Working Title of Position</b> Coastside Administrative Analyst	
		<b>Division and/or Subdivision</b> CAL FIRE Northern Region	
<b>INSTRUCTIONS:</b> 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.		<b>Location of Headquarters</b> San Mateo – Santa Cruz Unit	
		<b>Class Title of Position</b> Associate Governmental Program Analyst	
		<b>Position Number</b> 541-117-5393-601	
		<b>Effective Date</b> July 1, 2018	
<b>Percentage of Time Required</b>	<b>Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.</b>		
25%	Under the supervision of the Division Chief, and in close coordination with the unit Administrative Officer II, the position of Coastside Administrative Analyst is required to use a high degree of initiative, independence, and originality to perform a variety of difficult tasks and has detailed and sensitive contact with the public and governmental representatives. This position acts as a lead to the Office Technician and performs the following administrative functions:  *This position serves as executive level administrative governmental program analyst for the Coastside Fire Protection District's Board of Directors and chief officer staff, including the Division Chief and Fire Marshal Battalion Chief. *Oversees the district's property tax structure, election processes, CAL FIRE contract compliance, and financial support workload. *Analyzes current and proposed legislation, policies, procedures, and program alternatives for impacts to the district and develops reports assessing and advising management of potential impacts.		
25%	*Manages the budgeting, accounting, purchasing, and accountable property inventory program for the district and prepares annual budget for presentation to the elected Board of Directors. *Detailed revenue, expenditure, investment, and contract analysis including approving, tracking, and reconciling revenues and expenditures utilizing district's financial software and systems. *Ensures compliance with district procurement policy, processes, and monitors all capital fund disbursements and fund transfers. *Manages the district's annual audit requirements.		
15%	*Coordinates, prepares, and submits board agendas for the district Board of Directors and develops public legal notices, briefs, reports, and correspondence related to the board. *Manages the board election process, property tax assessments/collections, Fair Political Practices Commission regulations, and Brown Act rules and regulations in close coordination with San Mateo County officials and agencies.  *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.		
<b>Equal Employment Opportunity (EEO) Statement:</b> 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.			
<b>Job qualifications and/or conditions of employment:</b> This position may require a 2-year commitment.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____ Personnel use only	Date _____ <input type="checkbox"/> Posted to Directory	Supervisor Signature _____ Initials and date _____	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%	*Gathers, analyzes and prepares statistical data for annual revision of district annual plans. Makes recommendations on planning, personnel, finance, and operations in response to that plan. Develops reports and correspondence. Assures the development of accurate statistical data for quarterly reports for the district and other control agency requirements.
10%	Responsible for being the lead to the Office Technician which includes monitoring workload to ensure meeting of various timeframes and deadlines, maintaining a cohesive training plan, scheduling various types of time off, and completion of performance reports.
5%	*Manages Human Resources duties for the volunteer firefighters and members of the board of directors including recruitment, hiring, payroll, timekeeping, Workers Compensation, health care benefits, and the retirement program. Responsible for confidential report preparation and transcription of sensitive material, labor relation issues, and legal correspondence where confidentiality is required.
5%	*Manages the Volunteer Firefighter Workers Compensation program. Establishes communications between the injured worker/supervisor/district and unit Return to Work Coordinator (RTWC) and State Compensation Insurance Fund (SCIF). Confers with personnel specialists, management and the Department Medical Consultant over retirement and/or reasonable accommodation issues. *Input and upkeep of the case management program in order to accurately and effectively communicate with management regarding each injured workers' case status.
5%	Coordinates fire district contract and grant programs. Gathers and analyzes supporting statistical and financial data. Makes recommendations on grant requests, contract needs, and contract fulfillment. Prepares and submits contracts for service, grant requests and proposed budgets. Administers approved contracts, grants, preparing and submitting all necessary operational and financial reports.  Performs other duties as required.  *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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Employee Signature	Date	Supervisor Signature	Date
Personnel use only: <input type="checkbox"/> Posted to Directory		Initials and Date	

## **AGPA**

- 1) Create district budgets**
- 2) Manage audit requirements**
- 3) Transfer funds—LAFCO, SMCO**
- 4) Prepare monthly financial sheets**
- 5) Monitor all capital funds disbursements**
- 6) Insure compliance with district procurement policy**
- 7) Review CalFire contract to insure compliance**
- 8) Review expenditures for correct approvals**
- 9) Assist FC to prepare Board packets**
- 10) Prepare vendor checks**

THIS IS SCHEDULE A - 4142 OF THE COOPERATIVE AGREEMENT, DATED JULY 1, 2018  
BETWEEN STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION AND  
COASTSIDE FIRE PROTECTION DISTRICT, A LOCAL AGENCY

INDEX 1700

PERSONNEL SERVICES

a	b	c	d	MONTHLY SALARY RATES			ANNUAL SALARY & BENEFITS			STAFF BENEFIT & RATES			n	
				e	f	g	h	i	j	k	l	m		
No	Classification	Mo	Salary	Educational Incentive	Longevity	Medical Retention	Monthly EDWC	Annual Salary	Health (b.x.i)	Medical Retention (b.x.i)	Annual EDWC	Medical Benefit Rate (POF)	EDWC Benefit Rate (POF)	TOTALS
<b>Line Personnel</b>														
3	FC Pnedic	12	\$5,647	\$75	\$395	\$500	\$3,206	\$220,212	\$200,987	\$18,000	\$8,755	\$115,416	\$61,494	\$624,864
12	FAE Pnedic	12	\$5,181	\$75	\$363	\$500	\$2,662	\$609,136	\$738,498	\$72,000	\$35,021	\$412,128	\$219,582	\$2,286,365
4	Captain	12	\$5,432	\$75	\$389	\$0	\$2,998	\$282,576	\$257,907	\$0	\$0	\$143,904	\$76,872	\$761,059
8	Engineer	12	\$4,841	\$75	\$141	\$0	\$2,878	\$465,472	\$443,090	\$0	\$0	\$256,896	\$136,874	\$1,322,332
Number of line employees 27														
Number of Paramedics 15														
<b>Command &amp; Control</b>														
1	Batt. Chief (Red Circle)	12	\$7,723	\$75	\$447		\$3,516	\$98,940	\$90,303	\$0	\$0	\$45,708	\$24,353	\$259,304
1	Batt. Chief	12	\$7,000	\$75	\$447		\$3,516	\$90,264	\$82,384	\$0	\$0	\$45,708	\$24,353	\$242,709
0.5	Batt. Chief	12	\$6,381	\$75	\$447		\$3,516	\$41,418	\$37,802	\$0	\$0	\$22,854	\$12,177	\$114,251
1	Fire Marshal Battalion Chief (Top Step)	12	\$5,432	\$75	\$389		\$2,998	\$35,322	\$32,238	\$0	\$0	\$19,487	\$10,383	\$97,430
1	Captain	12	\$5,432	\$75	\$389		\$2,998	\$35,322	\$32,238	\$0	\$0	\$19,487	\$10,383	\$97,430
1	Training Officer (Top Step)	12	\$5,432	\$75	\$389		\$2,998	\$35,322	\$32,238	\$0	\$0	\$19,487	\$10,383	\$97,430
1	Asst. Chief	12	\$12,015	\$272	\$1,130		\$4,832	\$163,068	\$148,832	n/a	n/a	\$0	\$0	\$311,900
Number of Command Employees 5.0														
<b>Coastside "Red Circle" Adjustments</b>														
Subtotal \$1,220,454														
TOTALS \$4,994,620														

a	b	c	MONTHLY SALARY RATES			ANNUAL SALARY & BENEFITS			STAFF BENEFIT & RATES			n		
			d	e	f	g	h	i	j	k	l		m	
No	Classification	Mo	Salary	Fire Benefit	One Time Grant	Annual Salary	Health (b.x.i)	Medical Retention (b.x.i)	Annual EDWC	Medical Benefit Rate (POF)	EDWC Benefit Rate (POF)	Medical Benefit Rate (POF)	EDWC Benefit Rate (POF)	TOTALS
<b>Support Personnel</b>														
1	Office Tech	12	\$4,478			\$53,736	\$41,887	\$41,887	\$41,887	\$0	\$0	\$0	\$0	\$95,623
0	Hvy Eq Mechanic	12	\$6,426			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
0.12	AO II	12	\$6,431			\$9,261	\$7,219	\$7,219	\$7,219	\$0	\$0	\$0	\$0	\$18,480
1	Staff Svcs Analyst	12	\$5,179			\$62,148	\$48,444	\$48,444	\$48,444	\$0	\$0	\$0	\$0	\$110,882
0.38	Office Tech	12	\$3,915			\$17,857	\$13,920	\$13,920	\$13,920	\$0	\$0	\$0	\$0	\$31,777
Number of support Employees 1.5														
Subtotal \$254,472														
TOTALS \$254,472														

a	b	c	MONTHLY SALARY RATES			ANNUAL SALARY & BENEFITS			STAFF BENEFIT & RATES			n		
			d	e	f	g	h	i	j	k	l		m	
No	Classification	Mo	Salary	Fire Benefit	One Time Grant	Annual Salary	Health (b.x.i)	Medical Retention (b.x.i)	Annual EDWC	Medical Benefit Rate (POF)	EDWC Benefit Rate (POF)	Medical Benefit Rate (POF)	EDWC Benefit Rate (POF)	TOTALS
<b>Unplanned Overtime</b>														
Unplanned Overtime (35 emp * \$10,000.00 es)						\$350,000	\$5,075	\$5,075	\$5,075	\$0	\$0	\$0	\$0	\$355,075
Subtotal Personnel Services \$6,824,621														
TOTALS \$6,824,621														

a	b	c	MONTHLY SALARY RATES			ANNUAL SALARY & BENEFITS			STAFF BENEFIT & RATES			n		
			d	e	f	g	h	i	j	k	l		m	
No	Classification	Mo	Salary	Fire Benefit	One Time Grant	Annual Salary	Health (b.x.i)	Medical Retention (b.x.i)	Annual EDWC	Medical Benefit Rate (POF)	EDWC Benefit Rate (POF)	Medical Benefit Rate (POF)	EDWC Benefit Rate (POF)	TOTALS
<b>OPERATING EXPENSES</b>														
Uniform						\$68,160	\$988	\$988	\$988	\$0	\$0	\$0	\$0	\$69,148
Travel						\$17,250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$17,250
Subtotal Operating Expenses \$86,398														
Personnel Services and Operating Expenses \$6,911,019														
Administrative Charge 12.67%														
Subtotal Personnel Services \$81,804														
TOTALS \$7,772,823														

Diff 18/19-17/18 5% Est Increase Annually \$860,525

18/19 Total Schedule A PCA 17750 \$8,161,464.15