



# Fresno County Fire

Protection District

## POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT

Working Title of Position	Special Projects Analyst
Division and/or Subdivision	Administration
Location of Headquarters	Sanger
Class Title of Position	Special Projects Analyst
Position Number	N/A
Effective Date	9/16/2020

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Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
	<p>The Special Projects Analyst position reports to the Administration Officer.</p> <p>Under the direction of the Administration Officer or his designated representative, the Special Projects Analyst position performs analysis, support and coordination of assigned special projects. The Special Projects Analyst is a civilian, non-safety position.</p> <p>The Special Projects Analyst may work on multiple special projects at the same time.</p> <p>The following are the duties performed by employees in this classification. However, this job specification is intended to identify essential functions and requirements of the job, and should not be considered all-inclusive.</p> <p>* <u>Transition and Property Tax Allocation Agreement Calculations</u></p> <ul style="list-style-type: none"> <li>- Create and maintain detailed summary spread sheets for all District annexations which include city payments, acreage lost and recording dates etc.</li> <li>- Create and maintain a detailed file for each annexation which contains: Assessor's maps, tax rolls, LAFCO documents, Supplemental tax bills and Williamson Act parcel cancellations etc.</li> <li>- Provide Transition and Property Tax Allocation Agreement calculations.</li> <li>- Review all LAFCO annexations and maintain and update LAFCO proposal file.</li> <li>- Review all Revenue and Taxation Code Section 99 Base year exchanges for all annexations and maintain file with data from Fresno County Special Accounting, State Board of Equalization and LAFCO.</li> <li>- Station 88 contract calculations. Maintain and archive all data.</li> </ul> <p>* <u>CFD (Community Facilities District) Calculations and Support</u></p> <ul style="list-style-type: none"> <li>- Create and maintain detailed summary spread sheets for all CFD annexations and calculations.</li> <li>- Create and maintain a detailed file for each CFD annexation which contains: Calculations, Recorded Documents, correspondence, etc.</li> <li>- Correspond with property owners providing information about the CFD and provide estimates of CFD fees.</li> <li>- Mail CFD annexation packets to property owners.</li> <li>- Reconcile data and changes with Willdan Financial Services.</li> </ul> <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>
45%	
45%	

Job qualifications and/or conditions of employment:

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

**Fresno County Fire Protection District**  
**POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT**

Working Title of Position

Senior Fire Inspector

Percentage of Time Required

Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

5%

- \* Property Tax Revenue Calculations and Forecasting
- Liaison with LAFCO, Fresno County Assessor's office, Special Accounting office and Recorder's office, i.e. Track District special zones, schedule of levies, tax rate schedules, Assessor's maps and tax rolls and obtain data as needed.
- Track ERAF, Proposition 172.
- Support staff with budget forecasting and tracking.

1%

- \* District Historical Research and Archives
- review old Fire District Agenda Items, resolutions and reports, old Fresno County Board of Supervisor's Agenda Items and old LAFCO documents (Fresno County Library). Station and District Real Property Archives, Redevelopment, Community Facilities District, Grants, Covenant fees for new construction.

4%

- \* 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.

Job qualifications and/or conditions of employment: See attached job description.

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature

Date

Supervisor Signature

Date