STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION		Working Title of Position			
		Examination Analyst			
POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT		Division and/or Subdivision			
PO-199 (06/16)		Management Services/Human Resources-Exam Unit			
	ector is required by Government Code Section	Location of Headquarters			
	ecord) "material changes in the duties of any	West Sacramento			
	ction". The Position Essential Functions Duties	Class Title of Position			
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		Associate Personnel Analyst			
responsibilities of the position below. Group related duties in numbered		Position Number			
paragraphs and indicate the percentage of total time occupied. Indicate the		541-031-5142-709			
"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		Effective Date			
with the employee assigned to the position. Both the employee and		July 18, 2022			
supervisor sign the document where indicated. The supervisor retains the					
	vides a copy to the employee.				
Percentage of Time		yee assigned to the position identified above performs			
Required	the following duties and responsibilities.				
		Ianager I (Examination Unit Manager), the Associate			
	Personnel Analyst works independently with other analysts or as a team, performing the more				
	responsible, varied, and complex technica	al assignements associated with a variety of			
	examination projects and plans, develops, and administers exams for the Department of Forestry & Fire Protection (CAL FIRE), Natural Resources Agency, and/or Delta Stewardship				
	Council. Duties include but are not limited to:				
35%	*Prepares, plans, develops, and administe	ers, open and promotional examinations for the			
	Department. *Researches and reviews prior test data, provide analysis, and recommends				
		ect Matter Experts and Departmental management to			
		/tools, such as written tests, patterned/structured			
		c. *Prepares examination correspondence.			
	*Responds to examination appeals.				
35%	*Participates in exam development by sur	veying employees and/or subject matter experts			
	through questionnaires, checklists, interviews, and/or site visits to ensure job-related				
		rks with the subject matter experts to develop			
		sure each task is rated by the subject matter expert,			
		task. *Develop a list of knowledges, skills, and			
		ons required for successful job performance.			
		o ensure that all KSAs link to an essential function and			
		*Proof data reports for accuracy, grammar, and			
		ort data from several automated programs in order to			
	run statistical analysis of exam results. *D	evelop and maintain databases.			
	*These are the assential functions for this position	Essential functions are those functions that the individual who holds			
	the position must be able to perform unaided or with				
Equal Employment					
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: *This position may travel up to 5% of the time. This travel may be					
local or statewide and may involve overnight stays.					
"We have discussed	this document in its entirety and understand	the duties of this position."			
Employee Signature	Date Super	visor Signature Date			
Personnel use only	Posted to Directory				
	Initia	Is and date			

STATE OF CALIFORNIA		Working Title of Position Examination Analyst		
	STRY AND FIRE PROTECTION AL FUNCTIONS DUTIES STATEMENT	Examination Analyst		
PO-199 (06/16) - PAGE				
Percentage of Time Required	Effective on the date indicated, the employee a the following duties and responsibilities.	ssigned to the position identifie	d above performs	
15%	*Coordinate with the Department of Human Resources (CalHR) staff/units to ensure exam processes are appropriately established. *Coordinates, monitors, and resolves list maintenance (certification) issues. *Provides direction to chairpersons, State service representatives, and other consulting staff. *Make exam presentations such as Orientation and Exam Development. *Facilitates and/or attends meetings.			
10%	*Recommend and formulate courses of action based on analytics and research. *Analyze, prepare and respond to control agencies' requests such as State Personnel Board (SPB) appeals and audits.			
5%	*Perform other job-related duties as required.			
	*These are the essential functions for this position. Essen the position must be able to perform unaided or with the as			
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: *This position may travel up to 5% of the time. This travel may be local or statewide and may involve overnight stays.				
"We have discussed this document in its entirety and understand the duties of this position."				
Employee Signature	Date Supervisor S	Signature Date		
Personnel use only	Posted to Directory Initials and D	ate		