

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)	Working Title of Position Classification and Pay Analyst Division and/or Subdivision Management Services/ Human Resources		
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 West Sacramento Class Title of Position Staff Services Analyst Position Number 541-031-5157-904 Effective Date 08/17/2020		
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
35%	<p>Under the supervision of the Classification and Pay Unit Manager (Staff Services Manager I), the incumbent works with other analysts as a team to provide personnel consultation for a geographic area of the state and/or one or more Headquarters programs of the California Department of Forestry and Fire Protection (CAL FIRE). The incumbent may serve as a team leader on assigned projects. Duties include:</p> <p>Classification and Pay Assignment</p> <p>*Reviews submitted Request for Personnel Action (PO 200's) to ensure positions are appropriately classified and allocated; reviews duty statements and organizational charts to ensure conformance with classification specifications and allocation guidelines; reviews, analyzes, and recommends organizational changes and staffing alternatives; explains impact of candidates with surplus and State Restriction of Appointment status; and conducts classification and organization studies. *Assists with position control and the preparation of Change in Established Positions (STD. 607's) for the purpose of position creation, reclassification, etc. *Reviews and updates position and classification spreadsheets, which may be submitted and reviewed by CalHR, SPB, DOF, and other control agencies.</p> <p>*Collaborates with designated Administrative Officer (AO), management, and supervisors on the creation or revision of Career Executive Assignments (CEAs); *Reviews and edits CEA Position Requests (CalHR 881); *Advises management on changes to the CEA appointment process; *Prepare CEA documentations for internal review prior to submission to CalHR. *Create CEA salary change documents for interval review and approval.</p> <p>*Maintains working relationships and open communication with all parties involved with the processing of PO 200's, which includes but are not limited to: designated Administrative Officer (AO), regional liaisons, hiring managers, and administrative staff.</p> <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>		
<p>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.</p>			
<p>Job qualifications and/or conditions of employment: Travel may be required up to 10% of the time. This travel may be local or statewide and may involve overnight stays.</p>			
<p>"We have discussed this document in its entirety and understand the duties of this position."</p>			
Employee Signature _____	Date _____	Supervisor Signature _____	Date _____
Personnel use only		<input type="checkbox"/> Posted to Directory _____ Initials and date	

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
25%	<p>*Works cooperatively with CalHR, SPB, and other control agencies as necessary.</p> <p><u>Consultation/Training</u> *Advises management on all facets of civil service laws, rules, regulations, policies, and procedures, related to classification, pay, and recruitment. *Advises managers and supervisors on performance appraisal and disciplinary matters; and may assist in the preparation of formal adverse actions and discovery materials. *Researches and advises managers and employees on all aspects of progressive discipline. *Advises managers and supervisors related to the Federal Family and Medical Leave Act and California Family Rights Act.</p> <p>*Conducts training on various personnel-related subjects at Headquarters, the Academy in Lone, and CAL FIRE Units statewide.</p>
20%	<p><u>Appointment and Employment Issues</u> *Researches and resolves issues related to employment, transfers, promotions, training & development assignments, out-of-class assignments and all other related aspects of appointment; *Assists with gathering, evaluating and determining appropriate response to appointment issues. *Advises management of any issues or impact that may arise as a result of the appointment review. *Assists with preparing evidence and documents for internal review prior to submission to SPB or CalHR. *Performs follow up on disputes appealed to SPB. *Files related documents in a consistent format for later reference in addressing policy or procedural questions or grievances. When appropriate meets with supervisors and employees to clarify, review and discuss employment and appointment issues and concerns.</p>
15%	<p><u>Policy and Procedure Writing</u> *Assists with research in the areas of laws, regulations, control agency policy changes to develop and/or modify departmental policies and procedures. *Drafts/finalizes issue memoranda which identify alternatives, pros and cons, and recommendation for management review, consideration, and approval.</p> <p>*Assist in developing new or modifying existing process, procedures for responding to employment and appointment issues by documenting current process and procedures.</p> <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>

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Employee Signature _____	Date _____	Supervisor Signature _____	Date _____
Personnel use only <input type="checkbox"/> Posted to Directory		_____ Initials and Date	

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5%

*Coordinates with other program areas to integrate processes to minimize duplication as well as to ensure all steps and time frames are identified. *Collaborate with other analysts to develop checklists, forms, and flow charts as part of a desk manual.

Additional Duties

Other job related duties as assigned.

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 Employee Signature
 Personnel use only

 Date
 Posted to Directory

 Supervisor Signature

 Date

 Initials and Date