

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)	Working Title of Position Classification and Hiring 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 Personnel Services/Classification and Hiring		
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
40%	<p>Under the direction of the Classification and Hiring Unit Manager (Staff Services Manager I), the incumbent works on the Classification and Hiring Team with other analysts and technicians 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 will act in a lead capacity on more complex assignments and projects. Duties include, but are not limited to:</p> <p>Classification and Hiring (40%)</p> <p>*Review submitted Request for Personnel Action (RPAs, PO 200's) to ensure positions are appropriately classified and allocated; review duty statements and organizational charts to ensure conformance with classification specifications and allocation guidelines, and hiring policies, laws, and regulations; review, analyze, and recommend organizational changes and staffing alternatives; Research, analyze, and explain the various options and impacts of personnel actions; and conduct classification and organization studies. *Work closely with Position Control on various position actions, which include but are not limited to the creation of new positions, reclassifications, etc.</p> <p>*Review and update position and classification spreadsheets, which may be submitted and reviewed by the California Department of Human Resources (CalHR), the State Personnel Board (SPB), the department of Finance (DOF), and other control agencies.</p> <p>*Collaborate with the designated Administrative Officer (AO) or personnel liaison, management, and/or supervisors on the creation or revision of documents related to RPAs. *Review and revise Duty Statements, Screening and Rating Criteria, Supplemental Questionnaires, Statement of Qualifications, and other personnel action documents to ensure legal compliance and ensure best practices in hiring. <i>(Continued on second page)</i></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>			
Job qualifications and/or conditions of employment: See third page.			
"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 _____	

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
30%	<p>*Maintain working relationships and open communication with all parties involved with the processing of PO 200's, which includes but is not limited to: designated Administrative Officer (AO), personnel liaisons, regional liaisons, hiring managers, and administrative staff. *Work cooperatively with CalHR, SPB, and other control agencies as necessary.</p> <p>Appointment and Employment Issues *Research and resolve issues related to employment matters. This includes, but is not limited to, issues pertaining to transfers, promotions, training & development assignments, out-of-class assignments and all other related aspects of appointment and the hiring process: *Assist with gathering, evaluating, and determining appropriate response to these issues. *Advise management of any impact that may arise based on this review. *Assist with preparing evidence and documents for internal review prior to submission to SPB or CalHR. *Perform follow-up on disputes appealed to SPB. *File 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>Consultation and Training *Advise management on all facets of civil service laws, rules; regulations, policies, and procedures, related to classification and hiring. *Act in a lead capacity to provide management and employee training on classification, hiring laws, rules, regulations, policies, and procedures, this includes training on the RPA process, and other related training as necessary.</p>
10%	<p>Policy and Procedure Writing *Research of laws, regulations, control agency policy changes to develop and/or modify departmental policies and procedures. *Draft and finalize issue memoranda which identify alternatives, pros and cons, and recommendations for management review, consideration, and approval.</p> <p>*Act as lead in the development of new or modifying existing processes, procedures for responding to employment and appointment issues by documenting current processes 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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Job qualifications and/or conditions of employment: [See third page.](#)

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

Employee Signature _____ Date _____ Supervisor Signature _____ Date _____

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 Initials and Date

Percentage of Time Required

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5%

*Coordinate 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 or Standard Operating Procedures.

Additional Duties

Other job-related duties as assigned.

Desirable Qualifications

- Excellent communication skills (verbal and written)
- Excellent organizational skills
- Public Sector Human Resources experience, especially in employment
- Experience working with management and/or executive management

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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.**

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

 Employee Signature
 Personnel use only

 Date

Posted to Directory

 Supervisor Signature

 Date

 Initials and Date