

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Personnel Analyst	
		Division and/or Subdivision Southern Region Headquarters	
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 Fresno	
		Class Title of Position Associate Governmental Program Analyst	
		Position Number 541-401-5393-721	
		Effective Date 5/1/25	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
50%	Under the direction of the Staff Services Manager I (Transactions Manager), the Associate Governmental Program Analyst (Personnel Analyst) is responsible for the quality assurance of the Southern Region Personnel Transactions. The AGPA works independently or as a lead analyst to provide personnel consultation for the Southern Region Units and Southern Region Headquarters. The incumbent serves as a team leader on assigned projects and independently performs the following duties: *Analyze and monitor various more complex personnel documents and/or transactions by verifying accuracy in databases such as SCO and CalPERS to ensure information is updated and reflected accurately. Personnel and payroll documents include, but not limited to, health and benefit forms, Personnel Action Requests (PAR), Employee Action Requests (EAR), SCO Employment History, garnishments, accounts receivables, and salary advances. *Provide daily guidance and recommendations to personnel staff. *Conduct audits, document findings, and track corrections. *Review and document current business procedures and processes; identify and recommend process improvements to achieve increased productivity, customer satisfaction, and improved accuracy and efficiency. *Draft procedures for process improvement and ensure compliance with laws and regulations as well as Control Agencies and Departmental policies and procedures. *Identify training needs; administer staff development and training to personnel staff to ensure uniformity of processes and maximize efficiencies.		
30%	*Provides consultation to Southern Region managers, supervisors, and Personnel staff regarding Family Medical Leave Act (FMLA) and the California Family Rights Act (CFRA) eligibility, procedures, and the process for applying leave provisions. *Reviews and analyzes medical documentation and corresponds with employees regarding FMLA and CFRA issues.		
*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.			
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 is subject to working on nights, weekends, and holidays as needed. This position requires state-wide and local travel, including overnight stays. Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles is required prior to appointment.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only <input type="checkbox"/> Posted to Directory		Initials and date _____	

Working Title of Position
Personnel Analyst

Percentage of Time
Required

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

15%

*Research, gather, and analyze information regarding military leave entitlements utilizing all available resources (i.e., US Code Title 38, Government Code, CalHR HR Manual, CalPERS Publications, Uniformed Services Employment & Reemployment Rights Act (USERRA, Code of Federal Regulations (CFR), etc.) to ensure granting military leaves and the continuation of pay and benefits is appropriate and in accordance with governing regulations and laws.
*Communicate with personnel staff and guide them through the process.

5%

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.

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:

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

Employee Signature

Date

Supervisor Signature

Date

Personnel use only

☐ Posted to Directory

Initials and Date