

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)		<b>Working Title of Position</b> Compliance and Position Control Manager
		<b>Division and/or Subdivision</b> Human Resource Office – Personnel Services
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.		<b>Location of Headquarters</b> West Sacramento
		<b>Class Title of Position</b> Staff Services Manager I
		<b>Position Number</b> 541-031-4800-012
		<b>Effective Date</b> October 1, 2025
<b>Percentage of Time Required</b>	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.	
	Under the direction of the Staff Services Manager II, the Staff Services Manager I (SSM I) serves as the Compliance and Position Control manager. The SSM I is responsible for planning, organizing, and directing the workload of the Talent Acquisition and Program Support Division's Compliance and Position Control unit. The unit is responsible for processing Human Resources (HR) related inquiries such as Merit Issue Complaints, unlawful appointments, and appeals, managing position control functions, and researching, analyzing, and evaluating various laws, rules, and resources to stay informed of current issues, trends, and related program requirements. The SSM I will plan, direct, and implement a range of HR related projects and ensure compliance with the California Department of Human Resources (CalHR), State Personnel Board (SPB), and civil service government codes. The incumbent will also conduct quality assurance reviews of position control functions and review business operations to identify gaps and improve inefficiencies.	
35%	Plan, organize, and direct the work of the Compliance and Position Control Analysts and support staff, in all functions and processes related to annual and monthly audit planning, reporting, and reconciliation related to hiring and position control. Direct, train, and review submission of STD 607 Position Change forms, monthly position reconciliation reports, BCP proposals, and position control audits. Develop and maintain a central database for classification, hiring, and position control processes to ensure cohesiveness between Headquarters and Region HR offices.	
20%	Direct the analysts in providing insight, planning, and direction to HR staff and management regarding various audits assigned to CAL FIRE HR Personnel. Provide expert consultation and direction to CAL FIRE's management on various areas of HR related functions and processes, proactively identifying trends, mitigating risks, and increasing productivity. Collect, analyze, monitor, and report on compliance events by gathering information, regularly tracking and monitoring projects, maintaining ongoing vigilance, and communicating timely reports and recommendations. Fully document and report work, including providing source materials that support the products developed and conclusions.	
15%	Lead the analysts in tracking, processing, and distributing correspondence for unlawful appointments, Merit Issue Complaints, and appeals, and information requests regarding lawsuits pertaining to Personnel-related functions and/or decisions. Facilitate discussion among senior leadership to educate them on how to identify and prioritize functions, identify corrective actions, and effectively implement action plans.	
15%	Maintain a culture of continuous improvement and innovation through ongoing and systematic business process analysis, identifying areas to streamline HR processes, proposing and implementing improved program services, and ensuring project success. Act as a Subject Matter Expert (SME) representing HR, offering expertise and guidance across various HR functions, projects, and assessments. Create project plans that include processes, procedures, and goals. Work independently and with Region SMEs to create and maintain internal HR documents and procedures for CAL FIRE statewide to ensure consistent hiring practices are maintained. Create and maintain guides to be utilized by HR personnel for training. Create and maintain manager hiring guides and resources. Consult with management on high priority and critical issues and activities. Conduct research on program issues, gather pertinent data and prepare reports.	

10%	Perform annual system user audits to ensure compliance with granted access to CalHR and SCO programs. Maintain organizational charts statewide. Collaborate with Regions to ensure accuracy, timely annual submittal to CalHR, and maintain current organizational charts in central location for use throughout Classification and Hiring and other HR Personnel areas.		
5%	Attend various HR-related meetings. Review proposed bill analysis to determine programmatic impact. Complete other projects, assignments, training, and administrative tasks assigned by the SSM II.		
<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><b>Equal Employment Opportunity (EEO) Statement:</b> 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: *This position may travel up to 5% 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	<div> <div></div> <div>Initials and date</div> </div>	