

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)		Working Title of Position <b>Examinations Unit Manager</b>	
		Division and/or Subdivision <b>Human Resources/Examination Services</b>	
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 <b>West Sacramento</b>	
		Class Title of Position <b>Staff Services Manager I</b>	
		Position Number <b>541-031-4800-XXX</b>	
		Effective Date <b>9/18/25</b>	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
30%	Under the direction of the Examination Services Program Manager (SSM II), the Examination Unit Manager oversees planning, coordination, and supervision of the Examination Unit. Serving as a subject matter expert, the incumbent performs complex and sensitive Human Resources (HR) tasks requiring initiative, independence, and extensive knowledge of state examination laws, rules, regulations, and policies. This position is the first supervisory level responsible for staff at journeyman-level analysts.		
30%	*Coordinate and supervise staff conducting job analyses, test validations, and related studies. *Oversee all phases of study work, including prioritizing needs, selecting methodology, identifying critical job elements, administering surveys, developing simulations, preparing reports with findings and recommendations, and establishing physical or other requirements for civil service classifications.		
	*Supervise, mentor, and coach analysts; assign and prioritize work; set goals and objectives; and provide training to new staff. *Promote proactive service delivery by developing and evaluating processes to improve efficiency and customer service. *Develop and implement plans to achieve unit goals and objectives. *Manage performance by updating duty statements, Letters of Expectations, Individual Development Plans, probationary reports, and addressing performance issues through preventative, corrective, or disciplinary actions. *Ensure staff compliance with Department policies and the State Personnel Board (SPB) and California Department of Human Resources (CalHR) laws and rules.		
	*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.		
<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.			
Job qualifications and/or conditions of employment: <b>*This position may travel up to 10% of the time. This travel may be local or statewide and may involve overnight stays.</b>			
"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 _____	

Working Title of Position  
**Examinations Unit Manager**

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

20%

\*Coordinate/Serve as Chairperson for examinations and maintain the statewide Chairperson listing. \*Ensure compliance with CalHR provisions and civil service government coded. \*Maintain partnerships with CalHR on Consortium Examinations. \*Oversee data collection and analysis for the annual Examination Plan. \*Collaborate with Regions and Headquarters Administrative Officers to secure Subject Matter Expert participation in the examination process. \*Respond to examination appeals and inquiries from CalHR. \*May attend appeal hearings, as needed. \*Attend monthly CalHR Examination Supervisor Forum meetings. \*Attend Hiring Workgroup and HR Leadership meetings monthly. \*May attend other meetings in the absence of SSM II, as required.

15%

\*Develop and maintain policies and procedures in compliance with legislation, laws, rules, regulations, and control agency requirements. \*Provide expert consultation to management on examination policies and procedures to ensure consistency and legal compliance. \*Lead development of higher-level or sensitive examinations, including creating work plans, conducting analyses, and coordinating with SMEs in accordance with SPB and CalHR regulations.

5%

\*Prepare Budget projections and expenditures for the Examination Unit annually. \*Prepare bill analysis, as needed. Perform other job-related duties as required.

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Employee Signature  
Personnel use only

Date

☐ Posted to Directory

Supervisor Signature

Date

Initials and Date