

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>Examination Analyst</b>	
		Division and/or Subdivision <b>Human Resources Management/Examination Unit</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 Analyst (General)</b>	
		Position Number <b>541-031-5157-XXX</b>	
		Effective Date <b>9/22/25</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%	<p>           Under the supervision of the Staff Services Manager I (Examination Unit Manager), the Staff Services Analyst (General) works independently with other analysts or as a team, performing varied technical duties of average difficulty associated with a variety of examination projects and plans, develops, and administers exams for the Department of Forestry &amp; Fire Protection (CAL FIRE) and California Natural Resources Agency (CNRA). Duties include but are not limited to:         </p> <ul style="list-style-type: none"> <li>*Participate in job analyses by surveying employees and/or subject matter experts through questionnaires, checklists, interviews, and/or site visits to ensure a job-related examination and selection process.</li> <li>*Work with the subject matter experts to develop essential functions (tasks) statements, ensuring each task is rated by the subject matter expert, and analyze data to calculate ratings for each task</li> <li>*Develop a list of knowledge, skills, abilities, and other characteristics (KSAOs) reflective of the qualifications required for successful job performance.</li> <li>*Compare essential functions and KSAOs to ensure that all KSAOs link to an essential function.</li> <li>*Document the job analysis results by preparing a report which identifies each step of the job analysis process as well as the background, essential functions, KSAO information, and the final outcome of the analysis.</li> <li>*Proofreads data reports for accuracy, grammar, and format.</li> <li>*Create automated surveys.</li> <li>*Export data from several automated programs in order to run statistical analysis.</li> <li>*Develop and maintain spreadsheets to track tasks and KSAOs.</li> </ul> <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>		
<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  
**Examination Analyst**

Percentage of Time  
Required

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

30%

\*Plan, develop, and administer open and promotional examinations for the Department.  
\*Research and review prior test data, provide analysis, and recommend examination plans.  
\*Coordinate with Subject Matter Experts and Departmental management to develop job-related examination materials/tools, such as written tests, patterned/structured interview questions, performance tests, etc. \*Prepare examination correspondence. \*Respond to examination appeals. \*Assist within exam development by surveying employees and/or subject matter experts through questionnaires, checklists, interviews, and/or site visits to ensure job-related examinations and selection process. \*Work with the subject matter experts to develop knowledges, skills, and abilities (KSAs) reflective of the qualifications required for successful job performance. \*Compare essential functions and KSAs to ensure that all KSAs link to an essential function. \*Document the job analysis results by preparing a report which identifies each step of the job analysis process as well as the background, essential functions, KSA information, and the final outcome of the analysis. \*Key data entering job analysis information into a database. \*Proof data reports for accuracy, grammar, and format. \*Export data from several automated programs in order to run statistical analysis. \*Develop and maintain examination matrixes.

20%

\*Coordinate with the Department of Human Resources (CalHR) staff/units to ensure exam processes are appropriately established. \*Coordinate, monitor, and resolve list maintenance (certification) issues. \*Provide direction to chairpersons, State service representatives, and other consulting staff. \*Presents at and facilitates meetings.

15%

\*Recommend and formulate courses of action based on analytics and research. \*Analyze, prepare and respond to control agencies' requests such as State Personnel Board (SPB) appeals and audits.

5%

\*Perform other job-related duties as required, in accordance with the class specification.

\*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.

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"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

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>Examination Analyst</b>	
		Division and/or Subdivision <b>Human Resources Management – Examination Unit</b>	
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		Class Title of Position <b>Associate Personnel Analyst</b>	
		Position Number <b>541-031-5142-XXX</b>	
		Effective Date <b>9/22/25</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%	<p>           Under the general direction of the Staff Services Manager I (Examination Unit Manager), the Associate Personnel Analyst works independently with other analysts or as a team, performing the more responsible, varied, and complex technical assignments associated with a variety of examination projects and plans, develops, and administers examinations for Department of Forestry &amp; Fire Protection (CAL FIRE) and California Natural Resources Agency (CNRA). Duties include but are not limited to:         </p> <p>           *Facilitates and acts in a lead capacity within the unit on job analyses by surveying employees and/or subject matter experts through questionnaires, checklists, interviews, and/or site visits to ensure a job-related examination and selection process. *Collaborates with the subject matter experts to develop essential functions (tasks) statements, ensure each task is rated by the subject matter expert, and analyze to calculate ratings for each tasks. *Develop a list of knowledges, skills, abilities, and other characteristics (KSAOs) reflective of the qualifications required for successful job performance. *Compare essential functions and KSAOs to ensure that all KSAOs link to an essential function. *Document the job analysis results by preparing a report which identifies each step of the job analysis process as well as the background, essential functions, KSAOs information, and the final outcome of the analysis. *Key data entering job analysis information into a database. *Review and update data reports for accuracy, grammar, and format. *Create automated surveys. *Export data from several automated programs in order to run statistical analysis. *Develop and maintain databases.         </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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Working Title of Position

Percentage of Time  
Required

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

30%

\*Prepare, plan, develop, and administer open and promotional examinations for the Department. \*Research and review prior test data, provide analysis, and recommend examination plans. \*Coordinate with Subject Matter Experts and Departmental management to develop job-related examination materials/tools, such as written tests, patterned/structured interview questions, performance tests, etc. \*Prepare examination correspondence. \*Respond to examination appeals. \*Participate in exam development by surveying employees and/or subject matter experts through questionnaires, checklists, interviews, and/or site visits to ensure a job-related examination and selection process. \*Work with the subject matter experts to develop essential functions (tasks) statements, ensure each task is rated by the subject matter expert, and analyze to calculate ratings for each task. \*Develop a list of knowledges, skills, and abilities (KSAs) reflective of the qualifications required for successful job performance. \*Compare essential functions and KSAs to ensure that all KSAs link to an essential function and to exam questions for exam development. \*Review and key data from a job analysis to use in examination bulletins. \*Proof data reports for accuracy, grammar, and format. \*Create automated surveys. \*Export data from several automated programs in order to run statistical analysis. \*Develop and maintain examination matrixes.

20%

\*Coordinate with the Department of Human Resources (CalHR) staff/units to ensure exam processes are appropriately established. \*Coordinate, monitor, and resolve list maintenance (certification) issues. \*Provides direction to chairpersons, State service representatives, and other consulting staff. \*Make exam presentations such as Orientation and Exam Development. \*Facilitate and/or attend meetings.

15%

\*Recommend and formulate program procedures and policies based on research and analysis. \*Advise management on impact or potential impact in administering a certain type of exam. \*Act as lead on major projects and appeals. \*Analyze, prepare and respond to control agencies' requests such as State Personnel Board (SPB) appeals and audits.

5%

Perform other job-related duties as required.

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