

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Hiring Analyst	
		Division and/or Subdivision CNR Lassen Modoc	
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 Susanville	
		Class Title of Position Associate Governmental Program Analyst	
		Position Number 541-212-5393-701	
		Effective Date	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
40%	Under the direction of the Staff Services Manager I, the Hiring Analyst, performs the following duties and responsibilities in accordance with applicable statutes, regulations, policies, and procedures with a very high level of accuracy: *Independently completes electronic Request for Personnel Action (eRPA) package requests for all hiring requests. *Reviews, analyzes, and assists with writing duty statements in accordance with class specifications. *Evaluates, creates and audits interview materials, e.g. interview questions, screening and rating criteria, and other recruitment tools to ensure compliance with laws, rules, CALFIRE policies, and CalHR best hiring practices. *Coordinates interview processes and participates as a panel member when needed. *Audits recruitment packages for accuracy, completeness, and compliance with all laws, rules, and regulations. *Submits completed packages to Region Headquarters for review and hiring approval. *Acts as liaison between Region Hiring and Unit staff. *Assists applicants by providing information and guidance regarding the State hiring process, including application procedures, eligibility requirements and examination processes.		
30%	*Prepares and analyzes the Unit's Personal Services budget forecasts throughout the fiscal year. *Assists in year-end and mid-year budgeting reporting. *Monitors and reconciles monthly Personal Services expenditures and Labor Distribution Reports to ensure accuracy and proper fund allocation. *Prepares and submits Transfer of Budget Allotment requests (TBAs) and Journal Voucher (JV) documents to correct discrepancies. *Manages the Unit's Schedule 8 process to verify funding and position authority are appropriate.		
*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: See page 2.			
"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 _____	

Percentage of Time
Required

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

25%

*Maintains archive of Unit duty statements. *Maintains Unit-wide Organizational Charts.
*Reconciles positions using current State budgets, local government contracts, all positions and vacancy reports. *Communicates with Field Managers and Transactions staff on all position control and hiring issues. *Independently evaluates, tracks, and maintains Unit medical entries as it relates to compliance with the Respiratory Protection Program (RPP) for full time and seasonal employees with use of Point N Click (PNC) program. Assists Firefighter Coordinator for seasonal hires and onboarding. Serves as the backup to the unit RPP coordinator. Assists with contacting, tracking and communicating with new staff. Assists with, reviews, and analyzes accuracy of special project reporting as needed.

5%

Other duties as required.

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Job qualifications and/or conditions of employment: **May be required to work night, weekends, or holidays in support of emergency incidents.**

"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