

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Classification and Hiring Unit Manager	
		Division and/or Subdivision Human Resources/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.		Location of Headquarters West Sacramento	
		Class Title of Position Staff Services Manager I	
		Position Number 541-031-4800-001	
		Effective Date March 2025	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
45%	Under the general direction of the Assistant Personnel Officer [Staff Services Manager II (Supervisory)], in Personnel Services, the Classification and Hiring Unit Manager (SSM I) will perform the following: *Plan, organize, and direct the work of Classification and Hiring Analysts and support staff, in completing high-level special projects and assignments, including classification allocation analysis, organizational structure analysis, directing staff in project work (i.e. unlawful appointments, allocation reviews, special pay projects, etc.). *Direct the investigation and preparation of responses or recommendations to grievances and merit issue complaints. *Direct staff in conducting audits, including preparation of written report of findings and recommendations for corrective actions. *Establish priorities, evaluate and monitor work performance, review memorandums and reports for accuracy, format, and clarity, and assist with difficult or urgent organizational assignments or issues. *Provide onsite training regarding job requirements and methods and schedules formal training for staff as necessary for effective job performance. *Participate in hiring, prepare performance evaluations and administer performance management including preventative, corrective and disciplinary actions as necessary. *Responsible for annually updating duty statements, expectation memorandums, Individual Development Plans (IDP's) and probationary reports as necessary		
35%	*Advise management on the more complex personnel policy and procedure decisions. *Review proposed bill analysis to determine programmatic impact. *Work collaboratively with the other Classification and Hiring Manager on California Department of Human Resources (CalHR) requests which include but are not limited to department specific classification use requests. 180-day Retired Annuitant exemption requests, contract county blanketing in proposals, Confidential requests, Alternate Range Criteria requests. *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: Travel may be required up to 10% of the time. This travel may be local or statewide and may include overnight stays.			
"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 _____	

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16) - PAGE 2		Working Title of Position Classification and Hiring 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.		
10%	*Provide guidance and direction to staff on interpretation of civil service laws, rules, and regulations, memorandums of understanding (MOU) and guidelines, and departmental policies and procedures. *Advise management on the more complex personnel policy and procedure decisions. *Review proposed bill analysis to determine programmatic impact. *Work with Personnel Services SSM I's to oversee complex classification and hiring projects and organizational studies which may result in a revision to the department's classification plan. *Work with program to draft classification consolidations and revisions; gather and analyze data and prepare and present recommendations.		
10%	*Facilitate monthly Human Resources (HR) meetings. *Work collaboratively with region staff to maintain statewide policies and procedures are practiced. *Serve as the Exam and Certification Online System (ECOS) administrator. *Act as departmental liaison to CalHR for the ECOS system. Perform other job-related 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: Travel may be required up to 10% of the time. This travel may be local or statewide and may include overnight stays.			
"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 _____	