

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)		Working Title of Position RPP and Hiring Technician	
		Division and/or Subdivision Southern Region	
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 1234 E. Shaw Avenue, Fresno, CA 93710	
		Class Title of Position Office Technician (Typing)	
		Position Number 541-401-1139-XXX	
		Effective Date 02/01/2026	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
25%	Under the general direction of the Staff Services Manager I, the Office Technician (Typing) is responsible for the clerical and scheduling functions related to the Respiratory Protection Program (RPP) and Hiring for the Southern Region. The specific duties and responsibilities include, but are not limited to the following:  *Schedule RPP medical examinations and associated medical tests for current and prospective employees that utilize a respirator or self-contained breathing apparatus, or employees that require a medical assessment related to the duties of their position. *Communicate effectively with current/prospective employees, Sacramento Medical Assessment Unit (MAU) staff, and various medical providers via telephone, in writing, or in person. *Distribute necessary forms to employees and medical providers. *Enter appointment information into the RPP database and other local database(s). *Coordinate and facilitate rescheduling of appointments. *Maintain accurate records including but not limited to phone call logs.		
20%	*Assist Unit RPP Coordinators and Region staff by providing RPP information (i.e., appointment and clearance status) and notifications of changes in procedure. *Provide support to the Units to resolve RPP scheduling questions or issues related to RPP. *Work cooperatively with the MAU to expedite and/or resolve RPP clearance issues. *Report timelines, medical provider availability, appointment needs vs availability, and procedural issues to the RPP Manager. *Anticipate needs and identify potential issues that may affect RPP on a Unit, Region or Statewide level. *Provide reports to Region RPP Manager as needed.  *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: Ability to: Perform difficult clerical work, spell correctly; use good English; make arithmetical computations; follow oral and written directions; evaluate situations accurately and take effective action; read and write English at a level required for successful job performance; make clear and comprehensive reports and keep difficult records; meet and deal tactfully with the public; apply specific laws, rules and office policies and procedures; prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling; communicate effectively; provide functional guidance			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only <input type="checkbox"/> 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.
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| 20% | *Assist with processing incoming hiring mail (date stamp, distribute, etc.). *Mail various correspondence related to hiring (certification contact letters, phone contact forms, hiring correspondence, etc.). *Assist with sending mass email correspondence for regionwide and statewide hiring processes. *Organize, file, and archive various hiring documents. *Create hiring folder for use by analysts.  |
| 20% | *Scan in applications received via mail. *Download, organize, print, and distribute electronic applications and related documents. *Enter applicant information into various hiring matrices and/or databases. *Answer various hiring hotlines, log calls and all applicable information, and return calls as directed. Other duties as assigned.   |
| 10% | *Provide clerical support as needed to other programs including but not limited to reception, personnel transactions, etc. Provide support to emergency incidents in accordance with the Total Force Concept to the degree allowed by training and experience. Other duties as assigned.  |
| 5%  | *Coordinate with the MAU for employees requiring specialized tests above and beyond exercise treadmill test, repeat audiometry and repeat spirometry tests. *Notify the Unit RPP Coordinator and Region RPP Manager of employees that fail certain tests or otherwise are not cleared to be fit tested. *Maintain database protocols, filing systems and other clerical procedures. *Use Microsoft Office programs to create various reports and correspondence as requested. *Maintain knowledge of CAL FIRE policy and RPP requirements and adjust to policy and procedure changes as needed. |

\*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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Job qualifications and/or conditions of employment: This position may require travel throughout the Southern Region and State on an as needed basis. Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles is required prior to appointment.

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature	Date	Supervisor Signature	Date
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Initials and Date