

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>Analyst I</b>	
		Division and/or Subdivision <b>Human Resources/OHP/Medical Assessment 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>Analyst I</b>	
		Position Number <b>541-033-5157-709</b>	
		Effective Date <b>January 9, 2025</b>	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
40%	<p>Under the direction of the Supervisor I, Medical Assessment Unit, Human Resource Management, the incumbent is responsible for the Department's Respiratory Protection Program (RPP) employee compliance. The incumbent will also perform needs analysis and workload studies to provide management with recommendations for ensuring the processes and procedures in the Occupational Health Programs (OHP) are handled in a consistent manner on a statewide basis. Duties and responsibilities include, but are not limited to, the following:</p> <p><b>Essential Functions of this Position:</b></p> <p>*Maintain, administer, and monitor the RPP Medical Clearance process for employees and act as a Headquarters RPP Medical Clearance Coordinator. Review, analyze and process medical documents to be submitted to the CAL FIRE medical consultant. Provide timely processing and pay close attention to detail in a fast-paced, time sensitive workload environment. Assist in the implementation and staged roll out of the web based medical chart system, including system testing and data cleanup projects (PNC).</p>		
25%	<p>* Review Electronic Employee Medical Questionnaires (E-EMQ), charts and exam results, and enter that data into PNC. Review and document all current medical issues and verify if condition is new or continuing in the medical charts, capturing any changes for review by the Medical Consultant. Export medical exams and upload into PNC, compile data and reference changes for review by the CAL FIRE Medical Consultant. Process Subpoena requests timely and correspond with CAL FIRE Legal on complex cases and log into data base. Log and monitor any Ryan White exposure reports received timely and track for trends analysis.</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>			
<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.</p>			
Job qualifications and/or conditions of employment:			
"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			

Percentage of Time Required

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

25%

\*Provide technical assistance and training to field RPP coordinators and headquarters RPP staff regarding the use of the PNC database, the E-EMQ website, and completion of all RPP forms including follow up exams if needed. Work directly with Region staff to ensure they have a clear understanding of the program and related policies and procedures. Provide guidance to RPP support staff in the field with resolving minor problems, responding to questions from the field and employees, preparing correspondence, preparing reports, troubleshooting RPP issues that are emailed to our Medical Assessment shared email and our RPP Hotline. Assist our unit's contracts analyst with contract amendments and invoices for services provided.

10%

File existing medical charts and maintain current retention schedules for compliance. Pull scan and upload medical information into the new PNC system. Mail all outgoing correspondence. and review and analyze all returned mail.

\*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:

"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 \_\_\_\_\_

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>Analyst II</b>	
		Division and/or Subdivision <b>Human Resources/OHP/Medical Assessment 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>Analyst II</b>	
		Position Number <b>541-033-5393-709</b>	
		Effective Date <b>January 27, 2026</b>	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
40%	<p>Under the direction of Supervisor I, Medical Assessment Unit, Human Resource Management, the incumbent is responsible for the Department's Respiratory Protection Program (RPP) employee compliance. The incumbent will also perform needs analysis and workload studies to provide management with recommendations for ensuring the processes and procedures in the Occupational Health Programs (OHP) are handled in a consistent manner on a statewide basis. Duties and responsibilities include, but are not limited to, the following:</p> <p>*Independently perform senior-level analytical oversight of the RPP Medical Clearance program, serving as the Headquarters RPP Medical Clearance Coordinator and subject-matter expert. Plan, administer, monitor, and evaluate complex medical clearance processes, including the detailed review, analysis, validation, and quality assurance of medical documentation submitted to the CAL FIRE medical consultant. Ensure compliance with applicable laws, regulations, and policies while maintaining data integrity and timely processing in a high-volume, mission-critical, and time-sensitive environment. Apply advanced analytical judgment to assess risk, identify trends, and develop recommendations to improve program efficiency and effectiveness.</p>		
25%	<p>*Independently perform senior-level analytical review and processing for complex cases in the form of Electronic Employee Medical Questionnaires (E-EMQ), medical charts, and examination results, ensuring accurate interpretation, documentation, and entry of data into the PNC system. Conduct comprehensive analysis of employee medical histories to identify, verify, and distinguish new versus continuing medical conditions, documenting changes and variances for evaluation by the CAL FIRE Medical Consultant. Compile, export, and upload medical examination data into PNC, synthesizing findings and referencing significant medical changes to support informed medical determinations.</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>		
<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>Willingness to travel occasionally (less than 5%), primarily to the lone Training Center; however, occasional travel to field units throughout the state, including possible overnight stays might be necessary.</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 _____ <div style="text-align: center;">Initials and date</div>			

Percentage of Time Required

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

20%

\*Provide senior-level technical expertise, guidance, and training to field RPP Coordinators and Headquarters RPP staff on the use and application of the PNC database, the E-EMQ website, and the accurate completion of all RPP forms, including follow-up medical examinations as required. Serve as a subject-matter expert by working directly with regional staff to ensure consistent interpretation and application of program requirements, policies, and procedures. Provide analytical guidance to field RPP support staff in resolving complex program issues, responding to complicated inquiries from employees and field offices, preparing intricate correspondence and analytical reports, and troubleshooting complex RPP issues received through the Medical Assessment shared inbox and RPP Hotline. Collaborate with the unit's contracts analyst by assisting with contract amendments, invoice review, and verification of services rendered to support effective contract administration and program continuity.

10%

\*Process and manage subpoena requests in a timely and compliant manner, coordinating with CAL FIRE Legal on complex and sensitive cases and ensuring accurate logging and tracking within the appropriate database. Log, monitor, and analyze Ryan White exposure reports to ensure timely reporting, compliance with regulatory requirements, and identification of trends or emerging issues to support program oversight and risk mitigation.

5%

File existing medical charts and maintain current retention schedules for compliance. Pull scan and upload medical information into the new PNC system. Mail all outgoing correspondence. and review and analyze all returned mail.

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Job qualifications and/or conditions of employment: **Willingness to travel occasionally (less than 5%), primarily to the lone Training Center; however, occasional travel to field units throughout the state, including possible overnight stays might be necessary.**

"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