

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)	Working Title of Position Personnel Analyst
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 this 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.	Division and/or Subdivision Southern Region -Riverside Unit
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 Supervisor I (Personnel Transactions Manager), the Analyst II (Personnel Analyst) is responsible for the quality assurance of the Personnel Transactions Unit (PTU) and oversees military leave, Family Medical Leave Act (FMLA) entitlements and the Incident Command Assignments (ICA) program for Cal Fire - Riverside Unit employees. The incumbent will lead successful project teams, standardize communication, and provide valuable tools and resources to Personnel staff. <u>DUTIES</u> *Analyze and monitor various and more complex personnel documents and transactions by verifying accuracy in databases such as SCO and CalPERS to ensure information is updated and reflected accurately. Personnel and payroll documents include, but are not limited to, health and benefit forms, Personnel Action Requests (PAR), Employee Action Requests (EAR), SCO Employment History, garnishments, accounts receivables, and salary advances. *Contact control agencies, when necessary, to resolve the more complex transaction problems and provide daily guidance and recommendations to personnel staff. *Conduct audits, document findings, and track corrections. *Review and document current business procedures and processes, identify and recommend process improvements to achieve increased productivity, customer satisfaction, and improved accuracy and efficiency. *Draft procedures for process improvement and ensure compliance with laws and regulations as well as Control Agencies and Departmental policies and procedures. *Identify training needs and administer staff development and training to PTU staff to ensure uniformity of processes and maximize efficiencies. *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: May be subject to working nights, weekends or holidays. Will be required to travel throughout the State as needed.	
"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

Personnel Analyst

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

35%

*Provide consultation to Cal Fire - Riverside Unit managers, supervisors, and employees related to Incident Command Assignments (ICA), Family Medical Leave Act (FMLA) and the California Family Rights Act (CFRA) including eligibility requirements, policies, procedures, and application processes for leave provisions. *Review and analyze timesheets and FC-33s and communicate with Division and Deputy Chiefs to resolve ICA related issues. *Evaluate and interpret medical documentation and correspond with employees regarding FMLA and CFRA inquiries and compliance. *Determine eligibility for FMLA and CFRA programs by obtaining and assessing necessary information and issue approvals or denials in accordance with applicable laws and policies. *Research the more complex Personnel issues and inquiries including disability cases and report findings to management and make recommendations.

10%

*Research, gather, and analyze information regarding military leave entitlements utilizing all available resources (i.e., US Code Title 38, Government Code, CalHR HR Manual, CalPERS Publications, Uniformed Services Employment & Reemployment Rights Act (USERRA, Code of Federal Regulations (CFR), etc.) to ensure granting military leaves and the continuation of pay and benefits is appropriate and in accordance with governing regulations and laws. *Communicate with employees and guide them through the process until their return to work from leave.

5%

*Update the Riverside Unit's SharePoint PTU section with current Personnel related information and announcements including Field Management Tools.

5%

*May act as lead on various Personnel related projects responsible for tracking, compiling, and reporting to management.

5%

*Participate in training and conferences as deemed necessary. Performs other duties as required.

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Employee Signature _____

Date _____

Supervisor Signature _____

Date _____

Personnel use only

Posted to Directory

 Initials and Date