

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>Supervisor I – Recruitment/Hiring</b>	
		Division and/or Subdivision <b>Northern Region</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>Redding/Santa Rosa/Sacramento</b>	
		Class Title of Position <b>Supervisor I</b>	
		Position Number <b>541-101-4800-XXX</b>	
		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.		
30%	<p>Under the general direction of the Supervisor II, the Supervisor I functions as a recruitment specialist for all classifications used within the Northern Region. This role involves close collaboration with hiring teams to assess regional and unit vacancies as well as recruitment needs.</p> <p>*Plans, organizes, and directs the Regionwide Recruitment program, and provides direct supervision to assigned staff. *Provides technical expertise and counsel to Region recruitment staff, Unit recruitment contacts, and the Northern Region Leadership Team. *Analyzes and develops internal procedures relating to Recruitment. *Interprets and instructs on laws, rules, Departmental Policies, and procedures. *Represents the Northern Region on Recruitment related matters and works closely with Sacramento Recruitment staff.</p> <p>*Conducts regular meetings with staff to address workload issues, performance evaluations, and individual development needs or career goals, ensuring that workload and resource needs are managed effectively and in a timely manner. *Provides staff with workload priorities, monitors progress, and adjusts priorities as needed to meet established workload deadlines.</p>		
20%	<p>*Perform varied and complex technical, analytical, and consultative tasks associated with developing and administering recruitment for the Northern Region. *Fosters collaborative working relationships with State entities, colleges and universities, military branches, etc. to recruit a talented workforce. *In coordination with the Statewide recruitment specialist, develops and manages all aspects of recruitment within the Northern Region. *Travels to job fairs, colleges, universities, etc. to coordinate and implement recruitment efforts.</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: <a href="#">See page 2.</a>			
"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			

