

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

30%

EPN

*Coordinates with Unit Prevention Bureau in maintaining and updating SambaSafety for the Employer Pull Notice (EPN) Program, ensuring compliance with state requirements for monitoring employee driving records and licenses. *Serves as point of contact to Training and Hiring Programs to communicate employee clearances and compliances as it relates to the respective programs. *Serves as a liaison between the Prevention Bureau and Administration, ensuring timely and accurate communication regarding program updates and compliance issues.

20%

HIRING

*Assists Unit Hiring Analyst (Analyst I) in statewide hiring processes through validating applicant eligibility, conducting applicant screening, and performing reference checks. *Coordinates and participates in panel interviews, providing administrative support, and serving as a panel member when required. *Ensures all hiring processes align with departmental policies, procedures, and Equal Employment Opportunity (EEO) standards. *Manages all hiring files including organization, maintenance, retention, and destruction according to the approved retention schedule. *Works with Region Recruitment Coordinator and Workforce Planning and Recruitment Unit (WPRU) as part of Unit Recruitment. *Works with Unit Public Information Officer (PIO) and Unit Hiring Analyst to schedule and attend recruitment events.

10%

Other 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: Maintain ability to work with various levels of staff and management, multi-task and prioritize, pays attention to details and completes accurate work. May be required to work nights, weekends, and/or holidays. May require in-state travel.

"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