

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Hiring Analyst	
		Division and/or Subdivision Fresno Kings Unit	
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 Sanger	
		Class Title of Position Analyst I	
		Position Number 541-411-5157-006	
		Effective Date 7/1/2026	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
45%	<p>Under supervision of the Supervisor I (Human Resources/Hiring), the Analyst I (Hiring Analyst) provides analytical and administrative support to the Analyst II – Hiring and serves as backup for assigned functions during absences or peak workload periods. Must be able to manage multiple tasks with a high degree of diversity of expertise. This position performs staff work of average difficulty in the area of position control, staffing configurations, and hiring processes according to generally established criteria from various sources including State Administrative Manual (DGS), CalHR and Departmental policies and procedures. Performs as management's analyst on a variety of issues, as necessary. The incumbent shall utilize a variety of source materials and be familiar with personnel related laws, rules, regulations and bargaining unit contracts in the area of personnel transactions and hiring processes. The Hiring Analyst will perform but is not limited to the following duties:</p> <ul style="list-style-type: none"> *Coordinates and maintains the Unit's Respiratory Protection Program (RPP) records *Ensures employee data is entered and updated accurately based on personnel transactions *Tracks annual notifications and assists with compliance monitoring *Generates routine reports for management on RPP status and participation *Communicates with program staff to ensure timely updates and completion of requirements *Assists with audits and ensures documentation is maintained per program guidelines *Coordinates the Unit's DMV Pull Notice Program (SAMBA) *Maintains employee enrollment and updates records based on personnel changes *Processes driver's license pull notices and tracks compliance *Generates and distributes routine compliance reports to supervisors *Follows established procedures to identify and escalate non-compliance issues *Maintains accurate and organized program documentation 		
40%	<ul style="list-style-type: none"> *Completes new position, vacancy fills, and reclassification request packages (RPA) as indicated using established methods. *Assembles complete hiring packets and archive per records retention schedule. *Communicates with Unit Deputy Chief Administrative Officer (AO), Supervisor I, and Analyst II on position control and hiring issues. *Completes position control audits in Financial Information System for California (FI\$CAL), analyzing the Units personnel budgets, and providing financial projections. *Assists in all Unit hiring in conjunction with Regional hiring staff; *Assists Unit AO and Program Leads with developing selection and rating criteria. *Coordinates and participates as a Chairperson when needed in the interview process of candidates. 		
	*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, pay attention to details, and perform completed staff work. The individual who holds this position must be able to perform unaided or with the assistance of a reasonable accommodation. May be required to work irregular work hours and days, including weekends and holidays during an emergency. May be required to travel on an occasional basis.			
"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.

10% *Maintains working knowledge of the State Personnel Board, CalHR, and CAL FIRE rules and policies affecting personnel issues. *Responds to inquiries on changes in policy, procedures, and employee benefits. *Serves as advisor for policy and procedural changes.

5% Other duties as required.

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Employee Signature _____

Date _____

Supervisor Signature _____

Date _____

Personnel use only

Posted to Directory

 Initials and Date