

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Recruitment Coordinator	
		Division and/or Subdivision Northern Region Headquarters	
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 Redding / Santa Rosa	
		Class Title of Position Analyst I	
		Position Number 541-101-5157-040	
		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%	Under supervision of the Recruitment/Hiring Supervisor I, the Analyst I provides recruitment consultation and assistance for the Northern Region Units, the Northern Region Headquarters and assists with all aspects of the hiring process. The incumbent performs the following duties: *Consults with Unit and Region staff regarding recruitment needs at the Region and Unit levels. *Serves as a subject matter expert with expertise in all areas of recruitment. *Assists in the development and maintenance of detailed written procedures related to recruitment programs and processes. *Assists with the development, implementation, and maintenance of comprehensive Region outreach to promote the Department of Forestry and Fire Protection (CAL FIRE's) careers, utilizing job fairs, social media, and other digital marketing platforms.		
25%	*Reviews submitted Request for Personnel Action (RPA) requests to ensure positions are appropriately classified and allocated. *Reviews duty statements and organizational charts to ensure conformance with classification specifications and allocation guidelines. *Researches and resolves issues related to employment, and all other related aspects of appointments. *Provides RPA training to Unit Administrative Officers (or designee). *Ensures all applicable documents are completed and kept in accordance with CAL FIRE and California Department of Human Resources (CalHR) policies. *Assists in the recruitment effort by preparing and posting advertisements and requesting certification lists. *Reviews applications that are submitted to determine appointment eligibility. Provides back up and administers all facets of the centralized hiring process as needed. *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: See page 2.			
"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 _____	

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
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20%	*Works cooperatively with Unit Administrative Officers (or designee), Sacramento Program staff, and other departments to solve issues. *Advises Units on all civil service laws, rules and regulations, policies, classifications, pay, etc. *Prepares and presents recruitment training to educate prospective candidates, and other agencies as well as train CAL FIRE Unit staff on how to attract and hire a talented and diverse workforce.
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15%	*Identifies and attends recruitment event opportunities that will benefit the Region. *Travels throughout the State attends job fairs and recruitment seminars. Identifies and networks with associations, colleges, and organizations. *Works directly with prospective employees, other recruiters, and hiring managers to attract a highly qualified candidate pool for vacancies.
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10%	Updates and maintains Northern Region Headquarters organizational charts and duty statements to ensure relevant and current information. Other duties as assigned.
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Job qualifications and/or conditions of employment: **This position requires extensive travel throughout the State of California. May be subject to working nights, weekends, and holidays. Possession of a valid Driver's License of the appropriate class issued by the Department of Motor Vehicles is required prior to appointment.**

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature
Personnel use only

Date
☐ Posted to Directory

Supervisor Signature

Initials and Date

Date