

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Hiring Coordinator	
		Division and/or Subdivision Southern 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 Fresno	
		Class Title of Position Analyst I	
		Position Number 541-401-5157-703	
		Effective Date 08/01/2026	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
50%	Under the supervision and direction from the Supervisor I of Hiring, the Analyst I provides personnel consultation for the Southern Region Units and Southern Region Headquarters. The incumbent performs the following duties: *Review submitted Request for Personnel Action (PO-200) requests to ensure positions on appropriately classified and allocated. *Review duty statements and organizational charts to ensure conformance with classification specifications and allocation guidelines. *Review, analyze, and recommend organizational changes and staffing alternatives. *Research and resolve issues related to employment, transfers, promotions, training and development assignments, out-of-class assignments, and all other related aspects of appointments. *Explain impact of candidates with surplus and State Restriction of Appointment status. *Provide PO-200 training to Unit Administrative Officers (or designee). *Ensure all applicable documents are completed and kept in accordance with CAL FIRE and CalHR policies. *Prepare and post advertisements and request certification lists. *Review applications that submitted to determine appointment eligibility and create hiring matrices when applicable.		
35%	*Administer all facets of the statewide hiring processes that are of average difficulty including but not limited to procedure implementation and review. *Review and analyze prior and current hiring processes to identify areas that need improvement for future hiring processes. *Work cooperatively with Unit Administrative Officers (or designee), Sacramento Program staff, and other departments to solve issues. *Advise Units on all civil service laws, rules and regulations, policy, classification, pay, etc.		
15%	*Audit the PACMANS database to ensure positions and appointments are entered correctly based on approved PO-200's and Budget Change Proposals. Other duties as assigned.		
*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: This position requires periodic travel throughout the State of California. May be subject to working nights, weekends, and holidays. Possession of a valid driver 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 _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only ☐ Posted to Directory		Initials and date _____	

Working Title of Position

Percentage of Time
Required

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Job qualifications and/or conditions of employment:

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Employee Signature
Personnel use only

Date
☐ Posted to Directory

Supervisor Signature

Date

Initials and Date