

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Personnel Analyst	
		Division and/or Subdivision Northern Region Headquarters / Personnel	
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 Santa Rosa / Sacramento	
		Class Title of Position Analyst II	
		Position Number 541-101-5393-720	
		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 general direction of the Supervisor I, Northern Region Personnel Manager, the Personnel Analyst will work independently, performing the more responsible, complex, and varied assignments, by providing program evaluation and planning to the northern region personnel office and northern region units through consultation with the Supervisor I. This position will receive and maintain confidential information. The employee assigned to the position above will perform the following duties and responsibilities: *Provides northern region personnel office and northern units support with analytical evaluation in interpreting and analyzing personnel related policies from the California Department of Forestry and Fire Protection (CAL FIRE) headquarters, control agencies (California Department of Human Resources (CalHR), State Personnel Board, State Controllers Office (SCO), California Public Employees' Retirement System, etc., other departments and region administrative management. *Formulates, analyzes, and reports on information submitted to Personnel and assigned from the Supervisor I. *Conducts, reviews, and use discretion to interpret and report revised and/or new changes to regulations, laws, policies, and rules pertaining to personnel. *Acts as a lead between the northern units, the unit Administrative Officers, and the Supervisor I. *Prepares letters, emails, memorandums and other documents as requested by the Supervisor I. *Receives, manages, and routes confidential information and correspondence in and out of the northern region personnel office. Attends region personnel meetings and provides findings regarding audits, and personnel direction from outside agencies. *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.
20%	*Provides transactions related training [payroll, timesheets, Personnel Action Request (PAR) transactions, corrective transactions, determining special pay, Non-Industrial Disability Insurance (NDI), State Disability Insurance (SDI), accounts receivables] and any other personnel transactions issues or changes to all northern region personnel and northern region units. *Provides training to personnel staff on correct data entry into Personnel Allocation Control Management system (PACMANS).
20%	*Formulates procedures to maintain and conduct CAL FIRE's Office of Program Accountability and control agencies audits. *Conducts and completes Personnel desk audits throughout region to develop plans for region and unit personnel staff to increase efficiency and decrease errors. *Audits PACMANS data and work with personnel staff to confirm correct continuity of PACMANS. *Audits salary advances (AO 107) and account receivables (PO 123) to confirm accuracy and submission to Region Finance and CAL FIRE Department of Accounting Office (DAO).
15%	*Acts as the training coordinator for northern region personnel office and northern region unit Senior Personnel Specialists and Personnel Specialists by developing training plans and providing recommendations. *Develops and maintains training spreadsheet and training needs requested by northern region personnel office and northern region unit staff. *Evaluates and provides fiscal impacts (cost of class, travel expenses, fee, overtime, etc.) on any training provided by control agencies including but not limited to the CalHR, SCO, and the CPS HR Consulting Training Center. *Researches training options and make recommendations to management to meet requirements and mandates of the region and unit personnel offices.
10%	*Works with Supervisor I on completing special personnel projects related to personnel transactions such as audits, development of processes, and management requests for transaction information.
5%	Performs other job-related 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.	

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Job qualifications and/or conditions of employment: **This position will be required to sign a confidentiality agreement. Travel to all Northern Units and CAL FIRE Headquarters is required. May be required to work nights, weekends, and holidays.**

"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