

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Equal Employment Opportunity (EEO) Program Investigator Analyst	
		Division and/or Subdivision Executive/EEO	
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 715 P Street, Sacramento, CA 95814	
		Class Title of Position Analyst III	
		Position Number 541-032-5402-XXX	
		Effective Date October 1st 2026	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
40%	Under the direction of the California Department of Forestry and Fire Protection (CAL FIRE) Supervisor II (EEO Manager), the EEO Investigator Analyst (Analyst III) will manage and independently perform confidential and complex duties for CAL FIRE and the California Natural Resources Agency (CNRA). Duties include, but are not limited to: *Independently conduct, oversee, and process complex and sensitive external EEO complaints received from federal and state agencies such as the Equal Employment Opportunity Commission (EEOC), and the California Civil Rights Department (CRD), as well as partnering external agencies such as the California Department of Corrections and Rehabilitation (CDCR), the California Conservation Corps (CCC), counties, local government entities, contractors, and other cooperative entities. *Develop investigative strategies and case plans; coordinate investigative activities; conduct interviews; obtain, exchange, and evaluate other evidence; address jurisdictional and procedural issues; and independently analyze allegations under applicable federal and state laws, regulations, policies, procedures, Memoranda of Understanding (MOUs), and interagency agreements. *Exercise independent judgment in resolving complex investigative issues, coordinating with internal and external stakeholders. *Manage multiple cases with competing priorities and statutory, regulatory, and other applicable deadlines. *Ensure investigations are thorough, objective, timely, appropriately documented, and compliant with applicable requirements. *Serve as the primary EEO investigative liaison with external agencies and organizations. *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			

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Working Title of Position
EEO Investigator Analyst

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
25%	*Facilitate the interactive process with employees, management, Human Resources, legal counsel, and operational subject matter experts to clarify accommodation needs, identify potential accommodations, and assess job-related and operational requirements. *Independently manage and coordinate complex EEO accommodation matters, including religious accommodations, California Survivors of Violence & Family Members of Victim's Right to Leave and accommodations, and Reasonable Accommodation appeals. *Review supporting documentation, conduct legal and policy research, and apply applicable federal and state laws, regulations, collective bargaining requirements, policies, and operational considerations. *Prepare accommodation determinations, analyses, recommendations, and executive correspondence; provide management guidance on accommodation obligations, compliance, and risk mitigation; and exercise independent judgment in resolving complex matters and recommending appropriate solutions. *Maintain accurate and confidential case documentation, including current and sufficiently detailed case diaries and electronic files, to support consistent, legally compliant administration of the EEO accommodation program.
15%	*Independently evaluates Fair Chance Act (FCA) complaints and analyzes allegations for compliance with applicable laws, regulations, established timelines, and internal departmental policies and procedures. *Gathers, reviews, and assesses relevant documentation and information; conducts comprehensive analyses; and prepares written findings, reports, and recommendations regarding complaint resolution and program compliance. *Consults with Human Resources, legal counsel, and executive leadership on complex or sensitive matters and provide guidance and recommendations to support appropriate resolution of complaints and ongoing compliance with FCA requirements.
15%	*Serves as a backup for EEO intake analysis, independently performing confidential complaint intake and analysis as assigned or needed. *Evaluates allegations of discrimination, harassment, and retaliation; gathers and documents relevant information; assesses appropriate next steps; and provides recommendations to EEO Management. *Prepares related notices and correspondence and provides employees with information regarding EEO complaint procedures, resolution options, and applicable timelines.
5%	*Other job-related duties as assigned, in accordance with the class specifications. Completing assignments required to meet EEO program operational needs. *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: **May require up to 10% travel within California. May include night and weekend travel resulting in overnights stays. May involve working extended hours during the week or weekends.**

"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

Date

Initials and Date