

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Hiring/Return to Work Analyst	
		Division and/or Subdivision Northern Region / Siskiyou 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 Yreka	
		Class Title of Position Analyst II	
		Position Number 541-214-5393-XXX	
		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 direction of the Human Resources Supervisor I, the Analyst II performs the following duties and responsibilities in accordance with applicable statutes, regulations, policies and procedures with a very high level of accuracy.		
30%	*Independently completes electronic Request for Personnel Action (eRPA) package requests for all hiring requests. *Reviews, analyzes, and assists with writing duty statements in accordance with class specifications. *Evaluates, creates, and audits interview materials, e.g. interview questions, screening and rating criteria, and other recruitment tools to ensure compliance with laws, rules, California Department of Forestry and Fire Protection (CALFIRE) policies, and California Department of Human Resources (CalHR) best hiring practices. *Coordinates interview processes and participates as a panel member when needed. *Audits recruitment packages for accuracy, completeness, and compliance with all laws, rules, and regulations. *Submits completed packages to Region Headquarters for review and hiring approval. *Acts as liaison between Region Hiring and unit staff. *Assists applicants by providing information and guidance regarding the State hiring process, including application procedures, eligibility requirements and examination processes.		
	*Acts as the Unit Return to Work Coordinator. Gathers information regarding employee work injuries, obtain all required documentation from injured employee and/or supervisor. *Submits all documentation to State Compensation Insurance Fund (SCIF) and Region Return to Work Coordinator (RTWC). Follow up on return-to-work statuses and modified work agreements. Maintain database of injured workers and their statuses. *Communicate with Region RTWC and injured workers as necessary.		
	*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 _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only		☐ Posted to Directory	
_____ Initials and date			

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16) - PAGE 2		Working Title of Position Hiring/Return to Work Analyst	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
20%	*Prepares and analyzes the unit's Personal Services budget forecasts throughout the fiscal year. *Assist in year-end and mid-year budgeting reporting. *Monitors and reconciles monthly Personal Services expenditures and Labor Distribution Reports to ensure accuracy and proper fund allocation. *Prepares and submits Transfer of Budget Allotment requests (TBAs) and Journal Voucher (JV) documents to correct discrepancies.		
15%	*Maintains all records and filing systems related to unit hiring, as required by governing directives, including those for storage of confidential documents in accordance to record retention policies including but not limited to unit duty statements and organizational charts. *Reconciles positions using current State budgets, local government contracts, all positions and vacancy reports. *Communicates with field managers and transactions staff on all position control and hiring issues. Audits and correct Schedule 8 reports to update personnel costing projections for submittal to Departmental Budget Office yearly. Work in tandem with Unit Budget Analyst when reconciling mid-year and year-end budget expenditures and reconciliation.		
5%	Performs a wide variety of analytical accounting duties and other classification related duties as required.		
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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 candidate selected may be required to work nights, weekends, holidays and be able to travel throughout the state.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Date _____	
Supervisor Signature _____		Date _____	
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Initials and Date _____			