STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT

PO-199 (06/16)

Working Title of Position
Succession Management Analyst

Division and/or Subdivision
Human Resource Management
Succession Management 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
West Sacramento

Class Title of Position
Analyst III

Position Number
541-031-5402-006

Effective Date
11/03/2026

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
	Under the general direction of the Department of Forestry and Fire Protection (CAL FIRE) Succession Management Unit (SMU) Supervisor I, the Analyst III performs complex work in workforce planning and succession management. The role requires strong communication, organizational, and higher-level communication skills to effectively represent the unit, present information, and collaborate with CAL FIRE programs. Responsibilities include, but are not limited, to the following:
30%	*Independently perform advanced and complex workforce planning, forecasting, and analytical activities to support departmentwide strategic goals. *Conduct long-range demographic analysis, identify workforce vulnerabilities, model staffing trends, and evaluate critical workforce risks. *Serve as the department's senior technical expert on workforce planning methodologies, providing authoritative guidance on data validation, analytic approaches, and reporting accuracy. *Develop and deliver high-level reports, strategic briefings, and/or presentations to departmental leadership utilizing data from the State Controller's Office (SCO) Management Information Retrieval System (MIRS) and other data systems operated internally. *Develop, maintain, and evaluate workforce planning tools, dashboards, surveys, reports, and guidance materials to support departmentwide workforce planning and succession management efforts.
30%	*Lead the development, implementation, coordination, and ongoing evaluation of CAL FIRE workforce planning and succession planning initiatives. *Establish program objectives, develop implementation strategies, evaluate program effectiveness, and recommend improvements based on workforce data and emerging organizational needs. *Serve as the program coordinator upon implementation, creating program materials, documenting processes, coordinating participation, and ensuring consistency across the Department. *Provides expert-level consultation to programs at the Region, Program, or Unit level.

*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

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DEPARTMENT OF FORESTRY AND FIRE PROTECTION
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Working Title of Position
Succession Management Analyst

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
30%	*Provide technical and programmatic leadership to support continuity of Workforce Development operations in the absence of the Supervisor I. *Coordinate assignments, provide analytical guidance, and assist with prioritization of workload without exercising supervisory authority. *Provide mentorship, coaching, and advanced analytical guidance to Analyst I and Analyst II staff. *Oversee quality control and review of workforce planning products. *Lead the development of workforce-related policies, procedures, and operational standards. *Advises the Supervisor I on workforce risks, long-term staffing strategies, and succession planning needs.
10%	*Support other Workforce Development functions, including collaboration with Career Services and Outreach Unit. *May represent the Department at recruitment and outreach activities and at professional conferences. *Maintain and update workforce planning content on internal or external platforms. *Perform other high-level job-related duties as assigned to support CAL FIRE's Workforce Development programs.

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Job qualifications and/or conditions of employment: This position may require travel up to 15% of the time. This travel may be local or statewide and may result in overnight stays.

"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