State of California Department of Fish and Wildlife
DUTY STATEMENT
DFW 242A (REV. 07/18/22)

☐ **PROPOSED**

☐ **CURRENT**

Department Statement:

California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE

DFW DIVISION/BRANCH/REGION/OFFICE **Human Resources/Personnel Management Branch**	POSITION NUMBER (Agency-Unit-Class-Serial) 565-011-5402-xxx
UNIT NAME AND LOCATION **Performance Management Unit/ Sacramento**	CLASS TITLE **Analyst III**
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the general direction of the Supervisor II, the incumbent serves as an advanced technical advisor on matters related to performance management, progressive discipline, and other complex sensitive issues. Duties include, but are not limited to, the following:	

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)
	ESSENTIAL FUNCTIONS:
45%	Serves as a Departmental technical advisor on issues related to employee discipline and conduct, applicable laws, rules, regulations, and Department policies. Provide support and assistance to all levels of management on the preventative, corrective, and adverse phases of progressive discipline, including reviewing and/or preparing counseling memos, corrective memos, merit salary adjustment denials, and probation reports. Composes employee actions including rejections on probation, Absence Without Leave (AWOL) terminations, appraisal and development (A&Ds), adverse actions, and non-punitive terminations in accordance with State Personnel Board (SPB) and California Department of Human Resources (CalHR) standards, rules, and regulations. Ensure all appropriate and sufficient documentation is included. Interface and work collaboratively with staff from Labor Relations, Office of General Counsel (OGC), Employee Wellness Services, and Equal Employment Opportunity (EEO) Officer regarding complex performance management issues.
20%	Provide support and assistance to managers and supervisors in documenting progressive discipline and other employee performance management matters. Develop recommendations to supervisor and managers related to performance management and progressive discipline. Provide advice on supervisor and manager expectations outlines, mentoring/coaching through progressive discipline, documentation, and other supervisor and manager resources.
20%	Independently conducts investigations regarding issues reported to Human Resources or Management, including, but not limited to, composing questions, contacting, notifying, and interviewing respondents and witnesses. Compiles investigation results, prepares investigation reports, performs analysis, and makes recommendations for action and executes recommended actions.
10%	Assist OGC, as needed, with preparations for evidentiary hearings, including providing support to attorneys during SPB appeal hearings. May attend pre-hearing settlement conferences and SPB hearings. May assist with the development of settlement agreements and participates in settlement conferences with attorneys and union representatives. Ensure settlement terms are implemented for Stipulated Agreements.

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)
5%	**NON-ESSENTIAL FUNCTIONS:** Attend meetings on behalf of the Department. Participate in work groups and forums. Stay informed of changes to employee discipline laws, rules, and regulations and recommend and participate in updating Department policies and procedures accordingly. Perform special projects as assigned. **Special Personal Characteristics:** Incumbent must possess good communication skills both orally and in writing, use good judgment in decision-making, ability to listen, observe, and draw accurate conclusions, manage time and resources effectively, and be responsive to CDFW management needs. The incumbent routinely works with all levels of management and other agencies and staff and is expected to maintain confidentiality at all times. **WORKING CONDITIONS**: Ability to use a computer keyboard several hours a day. Involves sitting most of the time but may involve walking or standing for brief periods. Attending meetings and hearings, working with staff statewide to complete work assignments. Occasional travel may be required (10%), when necessary to provide consultation, conduct investigations, or participate in training.

SUPERVISOR'S STATEMENT: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.**		
PRINT SUPERVISOR'S NAME	**SUPERVISOR'S SIGNATURE**	**DATE**

EMPLOYEE'S STATEMENT: **I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.** **I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.**		
PRINT EMPLOYEE'S NAME	**EMPLOYEE'S SIGNATURE**	**DATE**