STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT

PO-199 (06/16)

Working Title of Position
Career Services and Outreach Analyst

Division and/or Subdivision
Human Resource Management Career Services and Outreach Unit

Location of Headquarters
West Sacramento

Class Title of Position
Analyst II

Position Number
541-031-5157-XXX

Effective Date
November 4, 2026.

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.

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 Supervisor I, the Analyst II independently performs complex analytical, programmatic, and outreach responsibilities to support CAL FIRE's statewide recruitment and candidate engagement efforts. *The Analyst II leads major outreach initiatives including but not limited to Program & Project Leadership, Workforce Data Analysis & Vacancy Reporting, Outreach Strategy & Communications and Mentoring & Staff Guidance.
40%	Program & Project Leadership *The Analyst II serves as a lead for Career Services and Outreach recruitment initiatives, independently planning, coordinating, and executing statewide and regional outreach activities. *This includes initiating career fairs, career center shifts, educational engagements, workforce development events, recruitment presentations, and providing specialized hiring support for high priority or hard to fill classifications. *The Analyst II ensures that all event operations, virtual services, and candidate facing activities follow established departmental protocols, CalHR requirements, and internal service standards. *The Analyst II also leads candidate outreach efforts for their assigned units or programs, including following up with prospective applicants, contacting candidates in talent pools, sharing updated hiring information, and coordinating with program units to ensure outreach aligns with current staffing needs.
30%	Workforce Data Analysis & Vacancy Reporting *Analyze workforce, recruitment, vacancy, and applicant flow data to identify hiring trends, workforce gaps, and recruitment challenges. *Develop reports, dashboards, and analytical summaries used by management to evaluate outreach effectiveness and recruitment priorities. *Provide recommendations regarding recruitment strategies, event participation, candidate engagement efforts, and outreach priorities based on workforce data.
	*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: Travel may be required up to 30% of the time. This travel may be local or statewide and may include 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

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION **POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT** PO-199 (06/16) - **PAGE 2**	Working Title of Position Career Services and Outreach Analyst

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20%	Outreach Strategy & Communications *The Analyst II designs and leads comprehensive communication and outreach strategies supporting CAL FIRE's workforce needs. *This includes developing targeted messaging for key classifications, crafting talking points for events or presentations, and ensuring outreach materials align with CalHR rules and departmental branding. *This includes, but not limited to, digital content, including website updates and social media messaging. *They lead the creation of social media creatives, including graphics, templates, short videos, and visual assets that support job postings, event promotion, and candidate education as well as creating accompanying social media post language. *They are also responsible for developing drafts, and overseeing the publication of e-newsletters, outreach announcements, candidate resources, and classification specific information. *They also produce scripts, templates, and communication standards used during 1:1 virtual appointments. *The Analyst II also reviews and adjusts digital job postings for clarity, classification accuracy, job messaging, and candidate engagement optimization. *They ensure postings align with current departmental needs and support the recruitment pipeline.
5%	Mentoring & Staff Guidance *Provide technical guidance and training to Analyst I staff, student assistants, and other outreach personnel. *Review outreach materials, workforce reports, and recruitment products for consistency, accuracy, and compliance with departmental standards. *Serve as a resource to staff regarding outreach procedures, recruitment strategies, workforce reporting, and candidate engagement practices.*This role does not include formal supervisory authority over civil service personnel.
5%	Other Duties *The Analyst II participates in leadership briefings, HR wide meetings, special projects, professional development activities, and other departmental initiatives as assigned. *They may support cross-functional recruitment and outreach efforts and contribute to continuous improvement initiatives across CAL FIRE Human Resources.
	Physical Demands: *Frequent sitting, computer use, standing at events, and occasional lifting of materials up to 25 lbs.
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