

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)		Working Title of Position ECOS Technician	
		Division and/or Subdivision Classification and Pay Unit	
<b>INSTRUCTIONS:</b> 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 Sacramento	
		Class Title of Position Personnel Technician I	
		Position Number 542-031-5160-xxx	
		Effective Date 11/13/17	
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 supervision of the Classification and Pay Unit Manager (Staff Services Manager I), the incumbent works independently, or as part of a team, to provide personnel consultation for Headquarters programs or regional units within the Department of Forestry and Fire Protection (CAL FIRE). Specific responsibilities include:		
35%	*Act as the technical expert on the Exam and Cert Online System (ECOS). *Coordinate with California Department of Human Resources (CalHR) representatives on ECOS issues/difficulties as appropriate. Assist Human Resources with *generating job controls, certification lists and contact letters. Review and process requests to transfer list eligibility. *Request use of appropriate certification lists. Review coded certification lists in order to process list hires. *Maintain certification logs and files, insuring compliance with CalHR guidelines. *Perform maintenance of certification lists. *Assist Human Resources Staff with technical certification list questions. *Explain ECOS procedures to Administrative Officers, regional liaisons, and Human Resources staff.		
20%	*Review and approve/deny requests for appointment of individuals, including list, transfer, or reinstatement. *Work with regional liaisons, the California Department of Human Resources CalHR, the State Personnel Board, and other control agencies to address appointment or certification questions and concerns. * Researches and responds to inquiries related to job advertisements, civil service selection processes, and Departmental procedures.		
	*Provide personnel consultation on all facets of civil service laws, rules, and regulations, and policy related to the Department's hiring processes. *Assist with Developing and conducting various personnel related training statewide as necessary. *Review, analyze, and revise Department personnel policies and procedures, in conjunction with new or updated laws, rules, and regulations. *Identify areas of improvement within the unit and draft related issue memoranda for management consideration.		
	*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.		
<b>Equal Employment Opportunity (EEO) Statement:</b> 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:			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only <input type="checkbox"/> Posted to Directory		Initials and date _____	

Percentage of Time  
Required

Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

5%

Perform other job related duties as required.

\*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:

"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