

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Hiring Coordinator – Northern Region	
		Division and/or Subdivision Northern Region Headquarters	
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 Santa Rosa	
		Class Title of Position Staff Services Analyst	
		Position Number 541-101-5157- 701	
		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.		
40%	Under the supervision of the Administrative Officer III and lead of the Associate Governmental Program Analysts, the Staff Services Analyst performs the following duties: *Review submitted Request for Personnel Action (PO-200) requests to ensure positions are appropriately classified and allocated. *Review duty statements and organizational charts to ensure conformance with classification specifications and allocation guidelines. *Research and resolve issues related to employment, and all other related aspects of appointments. *Provides PO-200 training to Unit Administrative Officers (or designee). *Ensure all applicable documents are completed and kept in accordance with CAL FIRE and CalHR policies.		
40%	*Administer all facets of the non-centralized processes. *Provide backup and administer all facets of the centralized hiring processes as needed. *Assist in the recruitment effort by preparing and posting advertisements and requesting certification lists. *Review applications that are submitted to determine appointment eligibility. *Work cooperatively with Unit Administrative Officers (or designee), Sacramento Program staff, and other departments to solve issues. *Advise Units on all civil service laws, rules and regulations, policy, classification, pay, etc.		
15%	*Review and maintain the Periodic Position Control Report by checking for errors related to keying of appointments, overtime, payroll, etc. *Research over expenditures to determine why they occurred, and develop and present recommendations for preventing or correcting the over expenditure in the future. *Work with the State Controller's Office and Labor and Human Resource Management to justify and correct errors made on the Vacancy Report. *Audit the PACMANS database to ensure positions and appointments are entered correctly based on approved PO-200's and Budget Change Proposals.		
5%	Other duties as assigned. *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: requires travel to various locations throughout the state			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature	Date	Supervisor Signature	Date
Personnel use only	<input type="checkbox"/> Posted to Directory	Initials and date	