

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)		Working Title of Position Transactions Analyst	
		Division and/or Subdivision Personnel Services	
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 Associate Governmental Program Analyst	
		Position Number 541-031-5393-711	
		Effective Date 02/01/2021	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
35%	<p>Under the direction of the Transactions Manager, (Staff Services Manager I), the Associate Governmental Program Analyst (AGPA) independently provides a variety of complex personnel consultation for a geographic area of the state and/or one or more Headquarters programs of the California Department of Forestry and Fire Protection (CAL FIRE). Incumbents exercise a high degree of initiative, reasoning and independent judgement. This position is responsible for interpreting and adapting guidelines to make recommendations based on departmental policies and government rules and regulations. The incumbent continually provides consultative services to management on rules, policies and procedures of a complex nature. Duties include:</p> <p><u>Position Control</u> *Responsible for all aspects of Position Control. Verify that Request for Personnel Action (PO-200) requests to establish, reclassify, redirect and re-organize positions are consistent with Departmental and control agency (State Controller's Office (SCO), the Department of Finance (DOF), etc.), position management policies. Prepare, route and monitor PO-200 requests; independently consult with the Budget Analyst on any issues that arise for PO-200's that go to Budgets; follow-up with the Budget Analyst on any PO-200 requests that have not been approved within the allotted timeframe. Route approved Change in Established Positions (STD. 607's) to the SCO and monitor progress monthly until the STD. 607 is approved or denied; work with SCO for resolution if errors occur. Maintain accurate data in the position control databases, within the position control process, to include; salary savings, Personnel Year (PY) budgets changes, and blanket and position expenditures. Prepare reports and documents for management.</p> <p>*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.</p>		
<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: This position may require travel up to 5% 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	<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.
25%	<p>*Analyze the position control report for discrepancies in employee appointments; responsible to ensure that all established positions or position changes are entered and maintained in the database. and respond to position control inquiries from the DOF, Management, Budgets, program staff and other Human Resources Analysts. Review and resolve discrepancies on SCO's monthly Periodic Position Control report and annually reconcile the Schedule 8 report, research and fix discrepancies. Create/update policies and procedures as needed.</p>
20%	<p><u>Leave Coordinator</u>        *Research and determine employee eligibility for leave under the Family and Medical Leave Act (FMLA)/California Family Rights Act (CFRA)/Pregnancy Disability Leave (PDL) consistent with FMLA, CFRA, and PDL laws, rules, and regulations. Prepare, distribute, track and send form letters notifying employees and their supervisors of eligibility for provisional/formal designation of FMLA/CFRA leave; develop FMLA leave tracking files; monitor pending leave files for timely follow-up. Develop and provide information (verbal and written) to injured/ill workers and their supervisors regarding the process for FMLA/CFRA/PDL. Coordinate, approve, or deny all Sacramento Headquarters Catastrophic Leave and Leave of Absence requests. Participate in Medical Options meetings, and/or prepare Medical Options Letters, as needed. Research laws, rules, and regulations pertaining to FMLA/CFRA/PDL/Catastrophic Leave/Medical Leave of Absence and recommend modifications to existing Department policies and procedures. Develop and/or maintain related forms to follow new or changing laws, rules and regulations and ensure that forms are compliant with the Americans with Disability Act (ADA).</p>
10%	<p>*Independently review, document, and process all headquarters' industrial disability cases including Industrial Disability Leave (IDL), Temporary Disability Leave (TD), and Enhanced IDL. Act as liaison with departmental staff and/or the State Compensation Insurance Fund (SCIF) on all headquarters workers' compensation cases. Consult with and explain disability benefits to employees and provide related correspondence as needed.</p> <p>*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.</p>

**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: This position may require travel up to 5% 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 <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.

10%

\*Maintain contact with ill/injured employees and in certain situations with employee family members. Clarify employee medical information relevant to the employee's ability to continue usual and customary duties; research and prepare personnel transactions documents; enter information into the SCO system; request, verify, and release payments to employees; independently manage all disability master payroll; and maintain and update employee files, document file activity, and ensure security and confidentiality of records.

Special Projects/Training

\*Conduct research, provide guidance or technical expertise regarding special projects, including but not limited to internal/external audits and reviews, legislative bills, control agency directives, etc. Research and analyze employment, leave, or payroll data in response to internal and external audit requests. Provide recommendations or draft correspondence for implementation and/or revisions to department policy or procedure. Conduct local and statewide training as required for employees and staff regarding compensation and benefit policies and procedures. Other job-related 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: This position may require travel up to 5% 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