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| STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16) | | Working Title of Position ECOS Technician | |
| | | Division and/or Subdivision Personnel Services/Classification and Hiring Unit | |
| 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 Personnel Technician I | |
| | | Position Number 541-031-5160-700 | |
| | | Effective Date January 2023 | |
| Percentage of Time Required | Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities. | | |
| 40% | <p>Under the supervision of the Classification and Hiring (C&H) 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:</p> <p>*Act as the technical expert on the Exam and Cert Online System (ECOS). *Coordinate with The Department of Human Resources (CalHR) representatives on ECOS issues/difficulties as appropriate. *Create job controls and post job announcements in ECOS. *Order applicable certification lists and contact letters in accordance with CalHR procedures. *Request the use of appropriate certification lists. *Maintain certification logs and files, ensuring 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, Human Resources staff, and program liaisons. *Review applications submitted through ECOS and redact sensitive and confidential information in accordance with applicable laws, rules, and regulations. *Communicate with program liaisons and the C&H team regarding candidate eligibility and release applications to hiring managers.</p> | | |
| 35% | <p>*Review applicable personnel laws, rules, regulations, and best practices in order to develop and issue correspondence to internal and external parties as appropriate. *Provide recommendation to management on Departmental personnel policies and procedures, in conjunction with new or updated laws, rules, and regulations. *Work with regional liaisons, CalHR, the State Personnel Board (SPB), and other control agencies to address appointment or certification questions and concerns. *Facilitate the ECOS Security Agreement process. *Assist potential candidates, CAL FIRE employees, and the public by telephone, in-person, and/or in writing regarding the application process and procedures, including, but not limited to, updating personal information in ECOS, and utilizing ECOS profiles.</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: | | | |
| "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.

20% *Collect data and generate reports and correspondence for management. *Train and update personnel on necessary ECOS functionality. *Ensure training is consistent with CAL FIRE, CalHR, and SPB policies, procedures, and guidelines.

5% Perform other job-related duties as required.

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Employee Signature _____ Date _____ Supervisor Signature _____ Date _____

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 Initials and Date