

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Equal Employment Opportunity (EEO) Investigator Specialist	
		Division and/or Subdivision Executive / EEO	
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 715 P Street, Sacramento CA 95814	
		Class Title of Position Staff Services Manager I (Specialist)	
		Position Number 541-032-4800-00X	
		Effective Date October 27, 2025	
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 direction of the California Department of Forestry and Fire Protection (CAL FIRE) Staff Services Manager II, the EEO Specialist will manage and independently perform confidential and complex duties for CAL FIRE and the California Natural Resources Agency (CNRA). Duties include, but are not limited to: *Compose complex and sensitive internal investigations into complaints of discrimination, harassment, and/or retaliation including managing a personal EEO caseload. *Collaborate on investigations with external agencies and/or affiliates (contract counties, Equal Employment Opportunity Commission, CA Civil Rights Department, Department of Justice, California Department of Corrections and Rehabilitation etc.). *Conduct in-depth research and case analysis, develop and manage a case plan, and participate in interactive meetings with management to include CAL FIRE legal staff and CNRA staff. *Develop thorough written case reports for EEO Manager review and approval. *Manage and facilitate case closure calls with executive management, offering feedback on case outcomes and the credibility of interviews conducted. *Maintain productivity across multiple workstreams with varying deadlines to ensure EEO complaints are completed in a timely manner and that all Statutes of Limitations for disciplinary actions are met.		
35%	*Perform confidential discrimination complaint intakes. *Confer with employees and/or management to discuss concerns or allegations of departmental EEO policy violations. *Analyze case information and study complaints to clarify issues and apply departmental EEO policy and procedures. *Provide recommendations and/or referrals to the appropriate venue for resolution of issues. *Manage and facilitate case closure calls with executive management, offering feedback on case outcomes and the credibility of interviews conducted. *Prepare and maintain a detailed tracking log for all cases.		
	*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: See Page 2.			
"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.
-----------------------------	---

15%

*Collaborate with the program's Training Specialist in the development, modification, and presenting of mandatory EEO training for CAL FIRE and/or CNRA staff, which includes sensitive and complex subjects. *Assist in the research and analysis of EEO training needs, to include the assembly of mandatory training curriculum needs throughout the State.

5%

*Testify at administrative/civil hearings and/or depositions, to support the findings of the Department on the most complex and difficult cases which may include interacting with the Office of Attorney General (OAG) and internal legal staff.

5%

Other job-related duties as assigned, in accordance with the class specifications to meet EEO program operational needs.

*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:

- May require up to 10% travel within California.
- May include night and weekend travel resulting in overnights stays.
- May involve working extended hours during the week or weekends.

"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