

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Personnel Specialist	
		Division and/or Subdivision Human Resources/Transactions 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 Specialist	
		Position Number 541-031-1303-003	
		Effective Date June 1, 2020	
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 general direction of the Staff Services Manager I, and the direct supervision of the Personnel Supervisor I, the Personnel Specialist will perform the following duties: *Process appointments, separations, and miscellaneous changes as directed by a Request for Personnel Action (PO-200) package. *Determine or verify employee list, transfer, or reinstatement eligibility. *Assist employees in completing the documents required for appointment or separation. *Determine the specific information needed in the Personnel Action Request (PAR) and complete the PAR according to the instruction set forth in the Personnel Action Manual (PAM). *Key the information into the State Controllers Office (SCO) database prior to the specified cut-off dates. *Verify information on the turnaround PAR and the Notice of Personnel Action (NOPA). Update the Position Allocation Control Management System (PACMANS) database as needed.		
25%	*Monitor, certify, and release monthly and daily payroll. *Prepare Payroll Adjustment Notice (Std. 674) to request adjustments to pay, to establish accounts receivable, and to return payroll warrants *Process Miscellaneous Payroll/Leave Actions (Std. 671) for overtime, meal maintenance, uniform allowances, and all other special pays. *Enter personnel and payroll documents into SCO's database. *Compute salary advances in accordance with Departmental policy.		
10%	*Assist supervisors, attendance clerks, and employees with routine personnel or payroll problems. *Interpret and apply laws, rules, procedures and policies as defined by the Memorandums of Understanding for bargaining units, the Payroll Procedures Manual (PPM) the PAM, the Personnel Transactions Manual (PTM), the Personnel Management Policy and Procedures Manual (PMPPM), the Civil Service and Exempt Pay Scales, the Personnel Management Liaison (PML) Memos, the Benefits Administration Manual, and the Department's Personnel Procedures Handbook. *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: Ability to effectively operate a personal computer and other office equipment; Ability to function in a cubicle-style office setting; Maintain regular attendance; Ability to provide instruction or assistance in a professional, clear, and concise manner.			
"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 official attendance and leave records in accordance and compliance with approved retention schedule and Unit expectations. *Monitor and update the California Leave Accounting System (CLAS) and ePay with employee leave data. *Conduct audits of employee attendance and leave as required. *Prepare official personnel records and Transfer Data (Std. 612) for employees transferring to another state agency. *Complete all requests for employment verification.

10%

*Process State benefit enrollments and changes. *Ensure department compliance with Federal Affordable Care Act (ACA) requirements. *Maintain ACA database of employee health benefit offers and eligibility status.

5%

*Other job-related duties as requested or required.

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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