

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Senior Personnel Specialist	
		Division and/or Subdivision Tulare 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 Visalia	
		Class Title of Position Senior Personnel Specialist	
		Position Number 541-416-1317-003	
		Effective Date 9/01/2024	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
20%	<p>Under direct supervision of the Staff Services Manager I, the Senior Personnel Specialist (SPS) assumes primary responsibility for personnel management activities, programs, documents and records in the Tulare Unit. Works independently in a geographically separated decentralized field Unit, responsible for using a high degree of judgement in resolving difficult personnel problems, making independent decisions.</p> <p>*Operates State Controllers Terminal which accesses numerous confidential programs for accurately keying data for Personnel Transactions, Employee Action Requests, Master Payroll, etc.*Stays updated with current policy and procedures regarding State Controllers Systems (SCO), Promotion in Place (PIP), Personnel Information Management System (PIMS), Master Payroll Cut-Off (MPC), Keymaster, etc.*Appoints and separates all personnel in the Unit, calculating salaries, lump sum, determining premium pays, anniversary dates, etc. *Ensures that each employee is paid the correct salary each month. *Completes Personnel Action Request (PAR) transactions to implement payroll changes and/ or differentials and keys prior to MPC. *For meeting timely payment of wages, the position routinely initiates and prepares for salary and overtime advances by determining correct pay range and deductions. *Completes authorization for Salary Advance (A0-107) and forwards to Unit Finance for a revolving fund warrant. *Receives warrants from SCO and forwards warrants to Unit Finance to clear Salary Advance and authorizes differences in amount to be returned to employee or paid back from the employee. *Ensures monthly Meal Report is submitted to SCO by the 10th of each month. *Maintains Personnel Allocation Control Management System (PACMANS) program and tracks Employee personal information to ensure accurate salaries, position numbers, budgets, overtime, Program Cost Account (PCA) codes, workweeks, work assignments for all employees.</p>		
20%	<p>*Reviews employee timesheets for accuracy and completeness. *Processing of documents relating to payroll: prepares documents to generate base pay, overtime pay, holiday pay, Incident Command Assignment Pay, Recruitment and Retention pay, Driver's license differential, etc. for employees in accordance with the State Personnel Board rules and Memorandum of Understanding (MOU) guidelines. *Calculates various overtime rates for 28-day cycle employees in various work weeks. *Research all unpaid salary and overtime issues. *Processes uniform allowance payments. *Processes salary payments for injured employees receiving Nonindustrial Disability Insurance (NOI), State Disability Insurance (SDI) compensation benefits. *Audits monthly attendance reports and 28-day cycle overtime report for accuracy and proper leave usage, proper coding of overtime and base pay, docks, time bank donations/usage, jury duty, etc., and posts leave balances for each employee into the California Leave Accounting System (CLAS) System.</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			

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15%	*As Health Benefit Officer, administers all employee benefits. *Must understand and be able to explain eligibility, benefits, permitting events, and permissible changes. *Review and key into My California Public Employee's Retirement System (MYCALPERS) forms for Health, Dental, Vision, Flex Cash, Cobra, and Coben. *Keys into the Affordable Care Act System while ensuring federally mandated timelines are complied with.
10%	*Work independently and under strict time guidelines to reconcile Labor Distribution Reports, PACMANS, prepares and transmits Journal Vouchers (JV's) as required. *Monitors Personal Transaction Report to ensure that the report accurately reflects adjustments. *Prepares monthly and fiscal-year-end accrual reports on Personnel services salary and benefit expenditures for submittal to the Department of Finance.
10%	*Performs as liaison with Return-to-Work Coordinators (RTWC) in other units, at CAL FIRE region, and Sacramento headquarters. *Counsels managers and supervisors to ensure required paperwork is completed and submitted on time to comply with Federal, State and Department polices. *Provides training and guidance to the Unit on the CAL FIRE Injury Accident and Prevention System (IAPS). *Counsels managers and supervisors related to the Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA) and facilitates compliance with FMLA/CFRA and related requirements. *Tracks the status of employees in the Workers' Compensation, FMLA/CFRA and related programs.
10%	*Maintains employee roster, monitor expiration dates of all Limited-Term (LT) and Temporary Authorization (TAU) appointments. *Maintains position control, monitors vacated positions, audits and corrects annual Schedule 8 Report for submittal to Department Budget Office. *Reviews and updates monthly Employee Master File, submitting to Labor Distribution Unit on a timely basis. *Maintains Official Personnel Files (OPF) to ensure that files are complete and contain current, accurate and authorized information.
5%	*Maintains current knowledge of various Bargaining Unit Contracts as well as Managerial, Supervisory and Confidential classifications and implements changes imposed, informing employees of changes. *Receives phone calls and appointments daily from employees, supervisors, Region Office personnel, Sacramento Headquarters personnel, and outside agencies requesting personnel or transactions information.
5%	*Inputs new revisions and updates manuals used as reference sources within the Personnel office such as: Payroll Administration Manual (PAM), Benefit Administration Manual (BAM), Payroll Procedures Manual (PPM), Personnel Management Policy and Procedures Manual (PMPPM), etc. *Keeps abreast of Payletters, Payroll Letters, etc. Other duties as needed. *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.

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Personnel use only <input type="checkbox"/> Posted to Directory		_____ Initials and Date	