

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 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 Personnel Specialist	
		Position Number 541-416-1303-XXX	
		Effective Date 9/1/2024	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
30%	<p>Under direct supervision of the Staff Services Manager I, the Personnel Specialist is responsible for handling personnel related transactions for permanent, limited term, and seasonal employees. Responsible for using a high degree of judgement in resolving difficult personnel problems, making independent decisions in performing a wide variety of difficult and complex duties, prioritization of workload needs and assessments in order to meet crucial deadlines. This position works routinely with all supervisors located in the unit, as well as region personnel. Responds to needs and questions from Departmental Personnel Office Staff, Department Finance/Fund Accounting Office Staff, District Attorney and legal offices, the general public and public agencies.</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, Promotion in Place (PIP), Personnel Information Management System (PIMS), Master Payroll Cut-Off (MPC), Pay Hist, etc.</p> <p>*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.</p> <p>*Completes Personnel Action Request (PAR) transactions to implement payroll changes and or differentials and key prior to Master Payroll Cut-Off. *For meeting timely payment of wages, the position routinely initiates and prepares for salary and overtime advances by determining correct payroll and deductions and completes authorization for Salary Advance (A0-107) and forwards to Finance for revolving fund warrant. *When SCO warrant is received, verifies that Finance is to clear Salary Advance and authorize differences in amount to be returned to employee or paid back from the employee.</p> <p>*Establishes and tracks all accounts receivables (AR) to ensure all AR's have been paid or are outstanding. *Notifies employees using P0-123 regarding outstanding AR's. *Processes documents to deduct AR balances from pay warrants when necessary. *Ensures monthly Meal Reports are 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, and work assignments for all employees.</p>		
20%	<p>*Prints E-Pay and E-PayFE timesheets and reviews for accuracy and completeness. *Processes documents relating to payroll, prepares documents to generate base pay, overtime pay, holiday pay, longevity pay, Incident Command Assignment Pay, Recruitment and Retention pay, Driver's license differential,</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 _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only <input type="checkbox"/> Posted to Directory			
Initials and date			

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CONT-	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. *Researches all unpaid salary and overtime issues. *Processes uniform allowance payments. *Processes salary payments for injured employees receiving Nonindustrial Disability Insurance (NDI), 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.
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.
15%	*Collects and processes all RTW documents in IAPS Worksheet and IAPS. *Performs as liaison with RTWC's in other units, Sacramento headquarters, and at CAL FIRE region. *Acts as a contact in the Unit for Workers' Compensation issues; *Counsels managers and supervisors to ensure required paperwork is completed and submitted on time to comply with Federal, State and Department policies. *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, monitors 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 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 for employees, supervisors, regional personnel, Sacramento personnel, and outside agencies requesting information.
5%	*Inputs new revisions, changes and updates in manuals used as references within the Personnel Office (Post Administrative Manual (PAM), Personnel Management Policy and Procedures Manual (PMPPM), Benefit Administration Manual (BAM), Payroll Procudeures Manual (PPM), Pay Scales, etc.). *Keeps abreast of Pay letters, Payroll Letters, Personnel Management Liaisons (PML). 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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Employee Signature	Date	Supervisor Signature	Date
Personnel use only	<input type="checkbox"/> Posted to Directory	Initials and Date	