

Proposed

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Personnel Supervisor	
		Division and/or Subdivision Northern Region/Sonoma-Lake-Napa 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 1199 Big Tree Road, St Helena, CA 94574	
		Class Title of Position Personnel Supervisor I	
		Position Number 541-114-1304-XXX	
		Effective Date	
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 supervision of the Administrative Division Chief, the position of Personnel Supervisor I is responsible for the planning, organizing and directing of the Human Resource Office. *Supervises one (1) Sr. Personnel Specialist and two (2) Personnel Specialists. Responsible for the supervision of the three human resources specialists which includes allocating position duties and monitoring the work; maintaining a cohesive training plan for each employee; schedule vacations and various types of time off; assure employees are completing assigned duties in a timely manner to meet various deadlines; complete and discuss performance reports with employees. Keep abreast of ever changing policies and procedures applicable to human resources; i.e., Memorandum of Understandings (MOU's), appointments, separations, benefits, payroll, etc. and disseminate information to field personnel as applicable. *Monitors and supervises all personnel matters involving Workers Compensation, return to work, retirement and transactions.		
20%	Initiates and processes the PO 200 package hiring process for positions as they are either established or filled after a vacancy. Assists the Administrative Division Chief and hiring supervisors to develop and implement hiring procedures that are fair, appropriate and comply with State and Department policies. Ensures all hiring documentation is complete and retained in accordance with Department Policy.		
20%	Assists the Administrative Division Chief with the oversight and reconciliation of all personnel services expenditures. Analyzes and reconciles to stay within budgetary requirements: Employee Master File, Calstars Reports, State Labor Distribution, Q-12's, HO-1's, Pacmans, etc. *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:			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____ <small>Personnel Use Only</small>	Date _____	Supervisor Signature _____	Date _____
<small>Posted to Directory</small>		<small>Initials and date</small>	

Percentage of Time Required Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

10%

Serves as the Unit's Hiring Coordinator for Firefighter I recruitment and serves as the Unit Family Medical Leave Act (FMLA) Coordinator.

10%

In the absence of the Administrative Division Chief, serves as Administrative Services contact.

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Employee Signature	Date	Supervisor Signature	Date
<small>Personnel use only</small>	<small>Proposed by</small>	<small>Initials and Date</small>	