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| STATE OF CALIFORNIA<br>DEPARTMENT OF FORESTRY AND FIRE PROTECTION<br><b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b><br>PO-199 (06/16)   |  | Working Title of Position<br>Senior Personnel Specialist |  |
|   |  | Division and/or Subdivision<br>Mendocino                 |  |
| 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<br>Willits                      |  |
|   |  | Class Title of Position<br>Senior Personnel Specialist   |  |
|   |  | Position Number<br>541-113-1317-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.  |  |  |
| 20%   | Works independently, but under general supervision of the Assistant Chief - Administration. The incumbent is responsible for using a high degree of judgment 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. Incumbent must be able to manage multiple tasks with a high degree of diversity of expertise. Assumes full charge for all phases of transactions work for non-safety employees as well as the Managerial and supervisory employees and is the appointing power. Identifies errors and corrects with appropriate methods. Interprets bargaining Unit Contracts, Laws and Rules, and completion methods from various manuals especially in areas affecting personnel alternative actions they may take regarding various transaction situations. This position works routinely with all employees within the unit as well as regional personnel staff. 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.<br>SPECIFIC DUTIES: |  |  |
| 20%   | A. Responsible for preparing documents to hire, permanent, limited term, and seasonal employees. Applies various DPA salary rules, laws, Pay Scales and Prevailing Trade Wage criteria, for documenting appointments, transfers, promotions, retirements, Puns, and Adverse Actions. Projecting lump sum, deferring of lump sum for retirement transactions. Determines different types of pay differentials each employee is entitled to. Provides orientation to new employees to include information such as salary, health, dental and vision benefits, retirement, industrial and non-Industrial Injury benefits, vacation, sick leave and holiday accrual, etc. Prepares health, dental and vision benefits and submits to State Controllers, PERS, and data entry into ACES system. Process increases and decreases in employee salary in a timely manner. Maintain employee personnel files to insure that files are complete and contain current, accurate and authorized information.  |  |  |
|   | B. Reviews employee time sheets for accuracy and completeness. Processing of documents relating to payroll: prepares documents to generate base pay, overtime pay, Incident Command Assignment pay, Incident Command Team pay, Recruitment and Retention pay, Driver's license differential, etc. for employees in accordance with State Personnel Board rules and MOU guidelines. Calculates various overtime rates for 28 day cycle employees in various work weeks, similar to 7K. Enter salary and overtime data into State Controller's Office computer system and into the PACMANS program. Research all unpaid salary and overtime issues. Reconciles Payroll. Process uniform allowance payments. Process salary payments for injured employees receiving worker's compensation benefits. Process maintenance charges (meals) for employees.   |  |  |
|   | *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.   |  |  |
| <b>Equal Employment Opportunity (EEO) Statement:</b> 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 checked="" type="checkbox"/> Posted to Directory <input type="checkbox"/> 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.   |
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| 20%                         | C. Maintain Employee Master File, Schedule 8 (Position and Budget report). Run Pacmans reports, reconcile labor distribution reports to CALSTARS (Accounting Program), and prepare Journal Vouchers (JV's). Prepare overtime expenditure reports for unit. Track classification and serial numbers of positions assigned to the Unit via position control charts. Position control of employees. Update position records for additions, deletions, or changes. Prepare seniority lists for employees as needed  |
| 15%                         | D. Uses conversion table to appropriately audit the applications of overtime calculations and CTO, accruals and usage of sick leave, vacation/annual leave, holidays, Personal Leave Program, excess hours and PARR credit for work week groups 2, 2D, 2E, 2F and E. Maintains, and documents monthly for each employee a Leave Balance Record. Must understand and keep abreast of changes in Bargaining Contracts as they apply to each job class and work week group. Applies laws, rules, and department policies and must be familiar with the Fair Labor Standards Act for the time reporting process. Uses and applies all the aforementioned sources for Catastrophic Time Bank Donation process, traded work hours, sick leave usage, non-industrial disability leave, industrial disability leave, absence without approved leave (DOCKS). Advises Managers, Supervisors and employees in all of these areas. |
| 10%                         | E. Insures that each employee is paid correct salary each month. Completes PAR transactions to implement payroll changes and/or differentials and keys enters prior to Master-Cut Off. For meeting timely payment of wages the position routinely initiates and prepares for salary advances by determining correct payroll and deductions and completes authorization for Salary Advance (AO-123) and forwards to Finance for preparation. When corrected warrant is received, forwards warrant to Finance to clear Authorization for Salary Advance and authorizes difference to be returned to employee and/or paid back by employee.  |
| 5%                          | F. Processes Employment Development Department unemployment reports. Verifies employment and annual earnings requests for employees. Process wage garnishment orders, revises and cancels garnishments. Provides photocopies of personnel records that have been subpoenaed. Responds to requests from District Attorney Offices inquiring on health, dental, and vision benefits for possible child support cases. Sets up and collects accounts receivable for employees who owe money to the department.   |
| 5%                          | G. Maintain working knowledge of State Personnel Board, Department of Personnel Administration and Department of Forestry rules and policies effecting personnel issues. Responds to inquires on changes in policy, procedures and employee benefits. Serves as advisor for policy and procedural changes.  |
| 5%                          | H. Other duties as 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."

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|--------------------|--|----------------------|------|
| Employee Signature | Date   | Supervisor Signature | Date |
| Personnel use only | <input type="checkbox"/> Posted to Directory | Initials and Date    |      |