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
Riverside 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
Perris

Class Title of Position
Personnel Specialist

Position Number
541-312-1303-003

Effective Date
06/01/2021

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
	Under the supervision of the Personnel Supervisor II, the Personnel Specialist (PS) is responsible for personnel transactions, record keeping, certification, payroll, and documents processing for an assigned group of employees. This individual is expected to implement, adhere to and enforce all CAL Fire and Riverside County Fire policies and procedures. The job requires a thorough knowledge of appropriate laws, rules, regulations, and bargaining unit contract language pertaining to personnel transactions; current office methods, procedures, equipment, and basic math principles; ability to: Think logically, multitask, and apply laws, rules, regulations, and bargaining contract provisions concerning personnel transactions; independently interpret and use reference material. Incumbent must be an effective communicator who exercises a high level of discretion, customer service, and professionalism in his/her interaction with the field (customers)and peers.
25%	*Using the RRU Personnel Action Log (PAL), Personnel Action Manual (PAM) and other regulatory sources, prepares transaction documents, separations, and miscellaneous changes; *Makes salary determinations for appointment transactions; key enters data into State Controller's Office (SCO) decentralized automated system. *Reviews employee action request (EAR) forms and key enters changes to tax withholding, name, and address in SCO system within control agency deadlines.
25%	*Process payroll documents including computing net pay for salary advances; completes payroll adjustment notices to correct under and over payments. *As needed, prepares forms necessary to issue duplicate warrants; completes payroll processes using the automated payroll input process (PIP) to issue payments for non-industrial disability (NDI), overtime, various pay differentials and other miscellaneous special payments; analyzes various types of pay levies for garnishment of wages and prepares documentation to be sent to SCO for timely processing; resolves all outstanding issues related to employee pay. *Maintains and monitors accurate and timely personnel transactions including pay range changes, longevity increases, merit salary adjustments (MSA), salary adjustments (SAL), appointment expiration and leave credit change dates, and probationary periods.
10%	*On a rotational basis, reviews attendance reports (672) and records additions, deletions, and changes; *reconciles attendance to monthly payroll warrant registers; prepares and processes exceptions reports to payroll (Std. 666) and issues warrant dispositions for timely release of all payroll warrants.
	*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: Great work attendance and professional appearance required. Maintain ability to work with various levels of staff and management, multi task and prioritize, pay attention to details and complete accurate work.

"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

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DEPARTMENT OF FORESTRY AND FIRE PROTECTION
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PO-199 (06/16) **- PAGE 2**

Working Title of Position
Personnel Specialist

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
10%	*Reviews employee timesheets for correct completion and maintains accurate leave records; *tracks hours worked for retired annuitants. Monitors leave use for FMLA criteria and ensures supervisors are aware of FMLA requirements. *Monitors employees on workers compensation for leave use and benefit type change (Industrial Disability Leave to Temporary Disability (TD); *ensures EDWC TD supplementation letter is processed as appropriate. *Ensures leave record both official and ePay is up to date for leave used and restored utilizing documentation received from Region Comp PS.
5%	*Processes benefits including review of eligibility requirements, advises employees, and processes forms for health, dental, coben cash, flex-elect, long term disability, COBRA, legal services, family medical leave act, direct deposit, and various other benefits meeting specific deadlines imposed by the appropriate control agency; *manages enrollments and changes to health benefits using MyCalPers ACES program; *maintain accurate and current information on all employee related benefits in regards to eligibility, cost and availability of various plans.
5%	*Updates employee data (address updates, phone number changes, uniform data, etc.) in Personnel Accounting Management System (PACMANS) as necessary; *With the exception of disability related pay items (temporary disability supplement (TD supp) or Non Industrial Disability (NDI)) key enters to the Payroll Register all "positive" pay (retired annuitant) and pay that is not reflected in the PACMANS PAR salary screen (Assistant Chief recruitment and retention (R&R) pay, paramedic R&R). *Ensures Budget Analyst receives information on TD supp or NDI pay monthly in the first week of the subsequent pay period. *Responds to inquiries from employees, managers, Region staff, other units, and other public agencies related to all aspects of Personnel; *interprets bargaining unit contracts, applying laws, rules and regulations to ensure compliance; consults with appropriate control agencies (SCO, PERS, DPA, SPB) as necessary.
5%	*Maintains and updates PAM with appropriate revisions; *develops and maintains a system for easy accessability to job related information from Region or Headquarters Human Resources office or various control agencies (i.e. SCO payroll letters, DPA pay letters and personnel management letters, CALPERS Circular Letters).
5%	*Access and utilizes various departmental and control agency web-based resources to perform functions of personnel transactions under scope of responsibility; *utilizes various computer applications (Microsoft Office, Pacmans).
5%	*Maintains employee Official Personnel files including set-up of new employee files, *ensures appropriate filing and purging of documents following record retention guidelines; *files other miscellaneous payroll and transaction documents on a flow basis.
5%	*Assists Management with special projects which require transactions experience. *May act as lead over less experienced staff; *attends training sessions as required; *conducts new employee orientation. Other duties as assigned.
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Employee Signature	Date	Supervisor Signature	Date

Personnel use only ☐ Posted to Directory _____ Initials and Date