STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT
PO-199-16 (06/16)

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.

### Percentage of Time Required

Under the direct supervision of the Administrative Officer II and with the assistance of the Region Administrative Officer II - Personnel, this position will perform all personnel functions as described below.

- **40%** Appointments, Separations and Position Control
  - Process all appointments, transfers, adverse actions and separations in accordance with the bargaining unit contracts, laws and rules using the State Controller's Office (SCO) system. Document PARS and verify turnaround PARS are correct for all transactions. Prepare salary determinations obtaining a 2nd reviewer signature. Notify employees of the Respiratory Protection Program (RPP) requirement (if applicable) and provide electronic EMQ link. Follow up to ensure employee is clear prior to appointment. Ensure timely payment of wages upon separation and ensure all outstanding accounts receivable and advances are recovered upon separation. Maintain current roster panel within the unit while updating all position movement.
  - Conduct employee orientation providing details of benefits, pay, attendance reporting. Ensure all required documents are completed, signed and accurate. Update PACMANS program for all appointments and any changes to salary or position number on a flow basis.

- **35%** Attendance Reporting/Payroll/Miscellaneous Pay
  - Print and audit all timesheets monthly to ensure accuracy. Work directly with the supervisor for any necessary corrections. Verify and authorize release of master payroll using 672's, verify and key hours worked for hourly employees; process necessary payroll adjustments; process salary advances as needed; establish, monitor and recover accounts receivables; establish, cancel and track garnishments. Process 671 documents monthly for miscellaneous pay: Overtime, Incident Command Team, Incident Command Assignment (ICA), Uniform Allowance, miscellaneous pay differentials, range changes, Merit Salary Adjustments and salary increases. Monitor and update the monthly tracking log to ensure all transactions are processed monthly and timely. Forward ICA pay to Region Administrative Officer II - Personnel, for approval.

*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:** Ability to: Think logically, multitask and apply laws, rules, regulations and bargaining unit contracts; independently interpret and use reference material; communicate effectively; organize and prioritize workload; consult with supervisor on alternative actions for various transactions. Ability to work under pressure is strongly desired.

"We have discussed this document in its entirety and understand the duties of this position."

---

<table>
<thead>
<tr>
<th>Employee Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor Signature</td>
<td>Date</td>
</tr>
<tr>
<td>Personnel use only</td>
<td>☑️ Posted to Directory</td>
</tr>
</tbody>
</table>
## Working Title of Position
Personnel Specialist

### Position Essential Functions DUTIES STATEMENT

**Attendance Reporting/Payroll/Miscellaneous Pay (Continued)**
*Update the California Leave Accounting system monthly by the accrual cycle date. Monitor accruals and balances of all leave credits. Tracks employee state service and maintain the Unit seniority list. Check View Direct in SCO every morning prior to 10:00 to check payroll. Verify all time issued with 671’s and 672’s to ensure payroll is correct. Contact SCO to strip any pay that is not due to the employee. Employees out 3 or more days shall be provided Family Medical Leave Act (FMLA) forms and State Disability Insurance/Non-Industrial Disability forms.

*Responsible to tracking deadlines, hours used under FMLA.

### Health Benefit Officer

*Using the MyCalPERS system enter and update health insurance benefits timely. Ensure all dental and vision documents are processed timely within 60 days of the appointment date.

*Update the Affordable Care Act (ACA) system for every transaction. *Responsible for the annual Open Enrollment period processing all documents within the required timeframe. Track monthly pay to ensure deduction is processed. Communicate with employee if there are any delays or concerns with coverage. Assist the employees with resolving any issues, if needed.

### Miscellaneous

*Research laws, rules and bargaining units as needed. Ensure accurate information is relayed to employees and supervisors. Utilize all reference manuals when researching problems and work with your Senior Personnel Specialist or contact the Region Administrative Officer II – Personnel with complex issues or questions. *Maintain filing of Official Personnel File documents, monthly payroll documents and attendance reports. Respond to income/employment verifications as needed. *Review all Employment Development Department (EDD) notices and ensure information is correct. Respond to EDD as needed. Respond to and assist with special assignments requested by Northern Region Personnel and/or HQ Personnel.

### RPP and RTW processing:

*Process RPP (Respiratory Protection Plan) documents and RTW (Return to Work) documents. Works with the Administrative Division Chief to ensure reports are up to date and annual letters are sent to all BU8 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.

### 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:

*Ability to: Think logically, multitask and apply laws, rules, regulations and bargaining unit contracts; independently interpret and use reference material; communicate effectively; organize and prioritize workload; consult with supervisor on alternative actions for various transactions. Ability to work under pressure is strongly desired.

“We have discussed this document in its entirety and understand the duties of this position.”

<table>
<thead>
<tr>
<th>Employee Signature</th>
<th>Date</th>
<th>Supervisor Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

Personnel use only