**Working Title of Position**  
Personnel Officer  

**Division and/or Subdivision**  
Tuolumne Calaveras Unit  

**Location of Headquarters**  
San Andreas  

**Class Title of Position**  
Senior Personnel Specialist  

**Position Number**  
541-418-1317-004  

**Effective Date**  
September 12, 2022  

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**Percentage of Time Required**  
Under the general supervision of the Staff Service Manager I (SSMI), the Senior Personnel Specialist has full responsibility for all transaction operations in a geographically separated, decentralized field unit. The Unit consists of 4 reporting units, 6 bargaining units and 29 classifications. The Unit is a fulltime, year-round, 24 hour, 7 day a week operation. The position works independently using a high degree of judgement in resolving difficult personnel problems, making independent decisions and performing a wide variety of difficult and complex personnel tasks. Consequence of error could result in catastrophic problems for the employees.  

45%  

**PERSONNEL**  

*Benefit Officer for the unit.  
*Remain current on available plans per location, tenure and bargaining unit.  
*Initiate, process and audit all benefit enrollment and/or change forms for health, dental, flex-cash, COBEN, long term disability, life insurance, COBRA, etc.  
*Solve employee benefit problems utilizing all avenues available such as ACES, State Controller's Office (SCO), Public Employees Retirement System (PERS) and Direct Protection Area (DPA).  
*Refer various financial institutions to the State Contracted Salary Verification Service.  
*Respond to requests for information from District Attorney, Franchise Tax Board, Unemployment Insurance, Internal Revenue Service (IRS) and Colleges (student loan defaults).  
*Research and apply the various laws, rules and regulations governing garnishments.  
*Using official documents, process and track employee garnishments within the Courts, Franchise Tax Board, State Laws and respond to subpoenas.  
*Respond to Employment Development Department (EDD) audits.

*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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**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."
Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

<table>
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<tr>
<th>Percentage of Time Required</th>
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<tr>
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- Establish and maintain all official personnel files as well as human resources general files, SCO keyed documents/transactions, payroll documents and time reports.  
- Follow State Administrative Manual (SAM) and departmental retention schedules.  
- Assure unit compliance with AB 2866 regarding position control.  
- Audit and correct Schedule 8 for Department of Finance, annually.  
- Maintain a current working knowledge of the Workers’ Compensation (WC) Program making sure all required documents are complete before submitting to State Compensation Insurance Fund (SCIF).  
- Act as liaison between field, employee and Southern Region Headquarters (CSR).  
- Stay in contact with injured employee as he/she progresses through treatment and returns to work.  
- Restore employee leave credits.  
- Coordinates with Unit Recruiting Officer and the Administrative Officer in the hiring of seasonal employees.  
- Coordinate with CSR in tracking our unit’s retirement and 25-year employees.  
- Maintain a system which allows for tracking of longevity, Manager/Supervisor Performance Appraisals, Individual Development Plans (IDP's), Probationary Reports, Annual Leave/Vacation changes, personnel changes, 25 year letters.  
- Responsible for auditing and coding of the Retroactivity Report from SCO.  
- Ability to understand and keep abreast of changes in Memorandum of Understandings (MOU) as they apply to each job class and work week group.  
- Ability to apply laws, rules and departmental policies.  
- Must be familiar with the FLSA 7K exemption for time reporting processes.

**PAYROLL**

- Audit monthly employee attendance reports and leave accruals.  
- Certify, audit and key employee timesheets for planned and unplanned overtime making sure that MOU provisions are met.  
- Research, calculate and pay retirement buy-outs.

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<tr>
<td>10%</td>
<td>*Determine correct salary, overtime and buy-out rate for each employee using Excel spreadsheets and other references. *Responsible for initiation and preparation of salary advances for employees with interrupted pay and collect back the advance when pay issues. *Enter and maintain current employee information in Personnel Allocation Control Management System (PACMANS) database for all permanent and seasonal employees. *Research, compile, audit, reconcile and print AO<del>17’s billings for 2 Schedule “A” and 3 Amador Contracts. *Process quarterly AO</del>17 billings. *Compile fiscal year end accruals. *Responsible for maintaining, updating and correcting Employee Master File Listing which is an integral part of the labor accounting processes. *Collect unit’s account receivables pursuant to the employee’s MOU, as it is the department’s policy to collect overpayments as soon as possible. *Maintain a system that allows for tracking of seasonal salary increases. *For our permanent uniform wearers, process yearly uniform allowance payments and reimbursements in accordance with MOU provisions. *For our seasonal staff, offer uniform advances and collect them back when employee separates. *Reconcile and process all fire station pay and visitor meal reports before master payroll runs. *During seasonal employee layoffs, calculate and process lump sum buy-outs and payroll in accordance with provisions of AB 2410, Timely Payment of Wages.</td>
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<td>*Participate in design, development, maintenance, support and training of departmental labor accounting and tracking programs. *Maintain, update and know where to find an answer within 60 manuals and reference guides including internet sites.</td>
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Employee Signature Date Supervisor Signature Date

Personnel use only □ Posted to Directory Initials and Date