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.

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

40% Under the direct supervision of the Personnel Transactions Manager (Staff Services Manager I), the Senior Personnel Specialist must maintain positive and professional demeanor and attitude, have excellent verbal and written communication skills, maintain good record of attendance, effectively work with all levels of staff and management, and prioritize workload and adjust/adapt when priorities shift or unexpected situations arise. Incumbent will perform the following:

*Function as the Region Personnel Specialist by processing all personnel/payroll tasks including but not limited to timekeeping and benefit transactions for roster assignment. *Maintain the PACMANS database for completeness and accuracy. *Perform monthly Personal Services reconciliation of personnel and payroll transactions through departments FI$CAL Labor Accounting data base to ensure accurate cost reporting to the Departmental Accounting Office and Management Staff. *Update the Schedule 8 report for Southern Region and assist units with their reports.

30% *Provide training and technical guidance to Region Personnel staff and Personnel Specialist employees in 9 units regarding personnel, payroll and benefit processes. *Provide instruction to Region and Unit Personnel Specialist (PS) staff in proper interpretation and application of personnel laws, rules, regulations, and policies. *Consult with SSMI to identify workload and performance standards for Unit staff and facilitate training as needed. *Audit unit transactions to ensure compliance with control agency/government codes, regulations, or department policies. *Notify the SSMI of performance deficiencies in the Units with recommendations for hands-on training and guidance. *Consult with SSMI regarding all Unit changes and improvements or PS performance concerns that may require further action and attention. *Be prepared to travel and train for lengthy periods.

*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: This position will require travel throughout the State of California. May be required to work nights, weekends, and holidays.

"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.

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<th>Percentage of Time</th>
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- Resolve complex or sensitive personnel or payroll issues including but not limited to retroactive pay, reinstatements, disability, or other corrective actions (for Unit or Region).
- Monitor and assess human resources changes (as issued by control agencies) for impact to department statewide and recommend improvements or updates to policy or procedures necessary to maintain compliance.
- Assist with special projects as needed.
- Provide technical expertise with payroll calculations and formulations, reconstruction of Employment History, delegate project components to other staff as appropriate.
- Work with staff to resolve position control issues or problems.
- Provide assistance to SSMI as required.
- Will be required to participate in conference calls, attend meetings, and travel to field unit/Region offices as needed. Other duties as required.

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