STATE OF CALIFORNIA  
DEPARTMENT OF FORESTRY AND FIRE PROTECTION  
POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT  
PO-199 (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.

<table>
<thead>
<tr>
<th>Percentage of Time Required</th>
<th>Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.</th>
</tr>
</thead>
</table>
| 35%                         | Under the general direction of the Staff Services Manager I of Administrative Support Services, and in coordination with Sacramento Headquarters, the Senior Personnel Specialist duties include the performance of difficult and/or complex human resources functions which require originality, initiative, good judgment, and a broad knowledge and understanding of departmental personnel procedures for the Training Center (CFTC). Duties will include, but are not limited to; 
*Initiates and processes into the State of Controller Office (SCO) computer system, all documents relating to appointments, separations, salary adjustments and miscellaneous changes in accordance with cut-off dates. Verifies all personnel transactions are performed according to existing state laws and rules and memoranda of understanding for various bargaining units. *Verify accuracy of information on the turnaround Personnel Action Request (PAR) and Notice of Personnel Action (NORA). *Certify, audit and key employee timesheets for planned and unplanned overtime making sure that Memorandum of Understanding (MOU) provisions are met. *Research and apply the various laws, rules and regulations governing garnishments to process. *Process uniform allowance and reimbursements in accordance with MOU provisions. *Establish, monitor, and collect Account Receivables pursuant to the employee’s MOU and in adherence to the department’s policy. *Monitor, research, and reply to all personnel payroll and benefit transaction issues or questions. |

*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 manage multiple tasks with a high degree of diversity of expertise; identify errors and correct with appropriate methods. This position may require travel up to 5% of the time. This travel may be local, or statewide, and may result in overnight stays.

“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**

- □ Posted to Directory
- Initials and date
**POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT**

**PO-199 (06/16) - PAGE 2**

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<tr>
<td>20%</td>
<td>Acts as the Training Center Health Benefits Officer. Initiates and completes all required documents such as initial enrollments or changes to health, dental, vision, FlexElect, and life insurance plans for unit employees. Advises employees and/or dependents of Consolidated Omnibus Budget Reconciliation Act (COBRA) rights. Enrolls those persons desiring to do so in the COBRA plans. *Directly responsible for processing, monitoring, and maintaining routine and complex Non-Industrial Leave (NDI) and State Disability Insurance (SDI) cases. *Processes personnel transaction documents related to Workers’ Compensation (WC) / Industrial Disability Leave (IDL). *Ensures employee entitlements are identified and applied to include calculating appropriate leave usage, interpreting, and applying State and Federal laws, regulations, and Bargaining Unit language related to the applicable entitlements.</td>
</tr>
<tr>
<td>10%</td>
<td>*Establish and maintain all Official Personnel Files (OPF) as well as human resources general files, SCO keyed documents/transactions, payroll documents and time reports for CFTC to ensure that files are complete and contain current, accurate and authorized information. *Follow SAM and departmental retention schedules.</td>
</tr>
<tr>
<td>10%</td>
<td>*Provide orientation to new employees to include information salary, essential benefits, retirement plans, and additional optional benefits awarded to the employee. *Coordinate meeting with employee and respective Union. *Responsible for processing separations and transfers and for initiating the exit process and ensuring it has been competed upon departure. *Prepare STD 612 and OPF for transfers. *Review closing files to determine that all documents have been accurately completed and processed, including, but not limited to, benefits, accounts receivables, and payroll adjustments.</td>
</tr>
<tr>
<td>5%</td>
<td>Maintains numerous personnel resource manuals such as the PMPPM, PAM, PPM, Laws &amp; Rules, Benefits Administration Manual, Personnel Handbook, SAM, PERS Handbook, Health &amp; Safety Handbook, etc. Completes Employment Development Department (EDD) unemployment insurance audit forms and returns to EDD. Keeps abreast of new rules and regulations per State Personnel Board (SPB), Department of Personnel Administration (DPA), SCO letters. *Maintain direction and training from Sacramento Headquarters Transactions Unit *Other job-related duties as assigned.</td>
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**Employee Signature**

**Date**

**Supervisor Signature**

**Date**

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**Initials and Date**