

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 Amador El Dorado 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 Camino	
		Class Title of Position Personnel Specialist	
		Position Number 541-417-1303-004	
		Effective Date	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
30%	Under the general supervision of the Staff Services Manager I, the Personnel Specialist is responsible for personnel transactions for Amador – El Dorado Unit, Growlersburg Camp, Pine Grove Camp, Tahoe Meyers Fire Center, and the Ponderosa Fire Center servicing approximately 200 permanent employees and 200 seasonal employees. *Completes Personnel Action Requests (PARs), Employee Action Requests (EARs), and all other documents relating to appointments, miscellaneous changes, and separations. Inputs documents directly to State Controller's Office (SCO). *Maintains employee personnel and official files. *Verifies information on turnaround PAR, EAR, and Notice of Personnel Action (NOPA) for accuracy.		
20%	*Prepares requests for overtime Fair Labor Standards Act (FLSA) payment, longevity, educational and special pays. *Processes attendance and FLSA overtime reports received from the field, checking for accuracy. *Processes Special In-grade Salary Adjustment (SISAs), Merit Salary Adjustments (MSAs) and general increases.		
15%	*Processes all documents relating to payroll: checking and releasing the master payroll and supplemental checks, reconciliation of payroll; payroll adjustment notices; salary advances; dock notices, garnishments, and keying documents directly into the State Controller's Office Production system. *Processes attendance and FLSA overtime reports received from the field, checking for accuracy.		
10%	*Processes public inquiries regarding employment, preparation of staffing reports, preparation of uniform replacement allowance request, fire fighter (seasonal) recruiting work, assistance with the local government contract billing (Form Number AO-17). *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: See page 2.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Date _____	
Supervisor Signature _____		Date _____	
Personnel use only <input type="checkbox"/> Posted to Directory		Initials and date _____	

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

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| 10% | *Maintains employee leave records, and total state service records. *Provides information to employees and their supervisors in regard to personnel and payroll matters. |
| 5% | *Voids, corrects, and processes out of sequence transactions. *Completes Employee Transfer Data for transferring employees. |
| 5% | *Processes state compensation paperwork for disabled employees. *Tracks and maintains employees' work status by obtaining necessary doctor's releases from injured employees. Assists with preparing and submitting Position Duty Statements PO-199, Requests for Personnel Action PO-200 with updated organization charts to fill position vacancies. |
| 5% | Maintains numerous personnel resource manuals such as the Personnel Management Policy and Procedures (PMPP), Personnel Action Manual (PAM), Payroll Procedure Manual (PPM), Laws & Rules, Benefits Administration Manual, Personnel Handbook, State Administrative Manual (SAM), Public Employee Retirement System (PERS) Handbook, Health & Safety Handbook, etc. Other duties as required. |
- *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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Job qualifications and/or conditions of employment: **May be required to work nights, weekends and holidays in support of emergency incidents.**

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

Employee Signature	Date	Supervisor Signature	Date
Personnel use only		<input type="checkbox"/> Posted to Directory	
Initials and Date			