

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 Shasta-Trinity 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 Redding	
		Class Title of Position Personnel Specialist	
		Position Number 541-213-1303-VAR	
		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.		
40%	Under the supervision of the Unit Staff Services Manager I (SSMI), the Personnel Specialist will perform a variety of personnel and human resource functions described below for the Shasta-Trinity Unit. <u>Appointments, Separations and Position Control</u> *Process appointments, transfers, adverse actions and separations in accordance with the bargaining unit contracts, laws and rules utilizing the State Controller's Office (SCO) system. *Document Personnel Action Requests (PARS) and verify turnaround PARS are correct for all transactions. Prepare salary determinations. *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, and attendance reporting. Ensure all required documents are completed, signed and accurate. *Update the Personnel Allocation Control Management System (PACMANS) program for all appointments and any changes to salary or position numbers.		
35%	<u>Attendance Reporting/Payroll/Miscellaneous Pay</u> *Print and audit all timesheets monthly to ensure accuracy. Work directly with supervisors for any necessary corrections. *Verify and authorize release of monthly master payroll using Employee Attendance Reports (672s); verify and key hours worked for hourly employees; process necessary payroll adjustments and payroll documents; process salary advances as needed; establish, monitor, and recover accounts receivables; establish, cancel, and track garnishments. *Process Miscellaneous Payroll/Leave Actions (671s) documents monthly for miscellaneous pay, overtime, uniform allowance, pay differentials, etc. *Tracks employee state service and maintain the Unit seniority list. *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: May be required to work weekends and/or holidays			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only ☐ 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.

10%

Health Benefit Officer

Insert and update health insurance benefits in the California Public Employees' Retirement System (MyCalPERS). Ensure all dental and vision documents are processed timely and are received within 60 days of the qualifying event. *Maintain and update the Affordable Care Act System (ACAS) as it pertains to health benefits. Provide Consolidated Omnibus Budget Reconciliation Act (COBRA) notices. *Responsible for processing all documents during the annual open enrollment period within the required timeframes. *Track monthly pay to ensure the correct deductions have processed. Communicate with employees regarding any delays, concerns or issues as needed.

10%

Miscellaneous

Research laws, rules and bargaining unit contracts as needed. *Ensure accurate information is relayed to employees and supervisors. *Utilize all reference manuals when researching problems and work with the unit Senior Personnel Specialist, unit SSMI and/or the Region Transactions Manager (SSMI) with any complex issues or questions. *Maintain filing of Official Personnel File (OPF) documents, monthly payroll documents, and attendance reports. *Respond to income/employment verifications as needed. *Review all Employment Development Department (EDD) notices for accuracy and respond to the EDD as needed. *Acts as the back-up Unit Return to Work Coordinator (RTWC) updating the Injury Assessment and Prevention System (IAPS) and forwarding relevant information to the State Compensation Insurance Fund and the region RTWC. *Complete required and position relevant trainings.

5%

Other duties as assigned

*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: **May be required to work weekends and/or holidays**

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

Employee Signature

Date

Supervisor Signature

Date

Personnel use only

☐ Posted to Directory

Initials and Date