

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 Northern Region/Sonoma-Lake-Napa	
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 1199 Big Tree Road, St. Helena, CA 94574	
		Class Title of Position Personnel Specialist	
		Position Number 541-114-1303-003	
		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 close supervision of the Personnel Staff Supervisor I, the Personnel Specialist duties include the performance of a variety of Human Resources functions and a general knowledge and understanding of departmental personnel policies and procedures.		
30%	*Serve as the Unit's main contact for Worker's Comp. *Receives injury/illness reports via Injury Assessment & Prevention System (IAPS). *Audits for accuracy and submits appropriate forms to State Compensation Insurance Fund (SCIF) and other agencies. *Tracks employee's progression from injury/illness event date through return-to-work date. *Obtains necessary doctor's reports and releases from injured employees and keep their supervisor apprised. *Works closely with the Assistant Chief of Administration in reference to light-duty requests. *Assists employees with general questions regarding Worker's Comp, Non-Industrial Disability Insurance (NDI), State Disability Insurance (SDI), etc. *Monitors payments and leave credit restoration as received from Region Office.		
20%	*Initiates, completes, and keys documents relating to appointments, separations, salary adjustments and miscellaneous changes into the State Controller's Office (SCO) computer system. *Prepares Individual Development Plans and Probationary Reports to be completed by employee's supervisor.		
	*Audits attendance reports for various bargaining unit employees; keys requests for overtime and special pay and posts accurate leave balances. *Processes documents related to payroll and when applicable, prepare and keys dock notices or other adjustments to payroll. *Monitor, certify, and release monthly and daily payroll. *Performs various human resource tasks in the absence of Unit's Senior Personnel Specialist.		
	*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.

5%

Acts as back-up to Reception in Office Technician's absence. Prepares meal deduction reports.

5%

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.**

"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