

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)		Working Title of Position <b>Personnel Specialist</b>	
		Division and/or Subdivision <b>Tuolumne~Calaveras Unit</b>	
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 <b>San Andreas</b>	
		Class Title of Position <b>Personnel Specialist</b>	
		Position Number <b>541-418-1303-</b>	
		Effective Date <b>03/03/2026</b>	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
40%	<b>Under the supervision of the Supervisor I</b> , the Personnel Specialist (PS) is assigned to the Unit's Management Services Division. The PS works closely with the Senior Personnel Specialist and exercises independent judgment in resolving personnel issues, making decisions, prioritizing workload, and meeting critical deadlines. This position requires the ability to manage multiple tasks and interact routinely with supervisors both in the Unit and at Region. As a PS, the duties and responsibilities include but may not be limited to:		
25%	<b>*Personnel Transactions and Records Management</b> – Manage all phases of personnel transactions for an assigned roster of employees. *Identify and correct transaction errors using appropriate methods. *Interpret Bargaining Unit Contracts, Laws and Rules, and agency manuals related to personnel transactions, payroll, record-keeping, and certification processes. *Prepare documentation for hiring permanent, limited-term, and seasonal employees. *Apply CalHR salary rules, Pay Scales, and related criteria for appointments, transfers, promotions, retirements, and Adverse Actions. *Project and defer lump-sum payments for retirement transactions. *Provide new employee orientation including salary, health, dental, leave, holiday accruals, and related benefits. *Prepare and submit health, dental, and vision enrollment documents to the State Controller's Office (SCO), CalHR, and CalPERS. *Process salary increases and decreases in a timely manner. *Maintain accurate and complete Official Personnel Files (OPF).		
	<b>*Timekeeping and Leave Maintenance</b> – Audit timesheets using conversion tables to ensure correct overtime and CTO calculations. *Track accrual and usage of sick leave, vacation/annual leave, holiday credits, PLP, excess hours, and PARR Lawsuit Settlement Benefit credits for Work Week Groups 2, 2D, 2E, 2F, and E. *Maintain working knowledge of Bargaining Unit Contracts for each job classification and Work Week Group. *Apply laws, rules, CAL FIRE policies, and Fair Labor Standards Act (FLSA) regulations to time reporting. *Process catastrophic time bank donations, traded work hours, sick leave usage, NDI/SDI leave, and dock absences. *Advise supervisors and administrators on timekeeping and leave-related issues. *Maintain employee seniority lists.		
	*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.		
<b>Equal Employment Opportunity (EEO) Statement:</b> 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: <b>Must be proficient in computers. May be required to work irregular hours and days, including weekends and holidays during an emergency. May be subject to travel throughout the state.</b>			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____	Date _____	Supervisor Signature _____	Date _____
<b>Personnel use only</b> <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.

20%	<p><b>*Payroll Processing and Salary Administration</b> – Ensure accurate monthly salary payments for assigned employees. *Complete Personnel Action Request (PAR) transactions to implement payroll changes and differentials before Master Payroll Cut-Off. *Prepare salary and overtime advances by determining accurate payroll and deductions. * Complete Salary Advance Authorization (AO-107) documents and forward to Finance for revolving fund warrant issuance. *Establish and monitor Accounts Receivable (AR); track balances and ensure timely notifications and payment arrangements in accordance with MOU and policy.</p>
5%	<p><b>*Workers' Compensation and Leave Programs</b> – Maintain working knowledge of Workers' Compensation and Family Medical Leave Act (FMLA) requirements. *Process required documentation and reports related to Workers' Compensation cases.</p>
5%	<p><b>*Employment Verification and Legal Requests</b> – Process Employment Development Department (EDD) unemployment reports. * Verify employment and annual earnings for loan companies and other authorized requestors. *Revise, cancel, and process wage withholding orders. * Provide subpoenaed personnel records as required. *Respond to District Attorney inquiries regarding employee benefits child support orders.</p>
5%	<p><b>*Policy Interpretation, Guidance, and Customer Service</b> -Maintain working knowledge of State Personnel Board, CalHR, and CAL FIRE rules and policies affecting personnel issues. *Respond to inquiries regarding policy changes, procedures, and employee benefits. *Advise employees on their rights and assist supervisors with appropriate options for personnel-related decisions. *Assist employees with general personnel matters. *Respond to questions and information requests from CAL FIRE personnel, the Department of Finance, District Attorney and legal offices. *Maintain all Personally Identifiable Information (PII) as confidential and secure released to only those individuals that are authorized in the performance of their duties. Other duties assigned as necessary.</p>

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Employee Signature \_\_\_\_\_ Date \_\_\_\_\_ Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Personnel use only       Posted to Directory      \_\_\_\_\_  
 Initials and Date