

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Transactions & Project Manager	
		Division and/or Subdivision Human Resources Office (HRO)	
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 West Sacramento	
		Class Title of Position Supervisor I	
		Position Number 541-031-4800-015	
		Effective Date March 17, 2026	
Percentage of Time Required 40%	<p>Under the general direction of the Human Resources Operations Manager, Supervisor II, the working-level Supervisor I is responsible for tracking, monitoring compliance, developing, and coordinating training and resources for Transactions Unit staff. Incumbent must demonstrate the ability to act independently, be open-minded, flexible, and tactful and possess good communication skills, use good judgment in decision-making, exercise creativity and flexibility in problem identification and resolution, manage time and resources effectively, and be responsive to the department's management needs. This position has access to confidential, personal and sensitive information and the incumbent is expected to maintain the privacy and confidentiality of such information at all times. Incumbent will provide direction, guidance, and mentoring to an the Personnel Specialist staff, performing personnel/payroll transactions functions.</p> <p>Duties and responsibilities include, but are limited to the following:</p> <p>*Coordinate the development of a strong and competent Transactions, Payroll, Disability, and Benefits workforce to support critical work functions. *Develop and administer Transactions Section staff training in compliance with all statutory laws, rules, and regulations at a proficient level. *Facilitate the consistent interpretation, application, and compliance of all civil service laws, departmental policies, Memorandums of Understandings, and State Personnel Board (SPB), State Controller's Office (SCO), California Department of Human Resources (CalHR), and California Public Employee's Retirement System (CalPERS) regulations and policies pertaining to compensation, appointments, separations, leave accounting, and benefits. *Responsible for leading and participating in projects and special assignments that support transactional operations and program objectives. Conducts audits to ensure accuracy, compliance, and adherence to applicable laws, policies, and procedures. Analyzes processes, identifies areas for improvement, and implements corrective actions to enhance efficiency and effectiveness. *Provide input and collaborate on the development and updating of policies and procedures to ensure operational consistency and compliance.</p>		
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: This position may require local or statewide travel, up to 5% of the time. The travel may result in overnight stays.			
"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.
25%	*Develop training materials and desk manuals for Transactions, Payroll, Disability, and Benefits Unit staff to ensure that the Transactions Section meets ongoing required operational service needs and commitments and is in conformance with The Department of Forestry and Fire Protection (CAL FIRE) and HRO goals, objectives, and policies. *Provide workload direction, required training, and assign staff work including special projects. *Participate in hiring, prepare performance evaluations and administer progressive discipline and corrective action as necessary.*Formulate, administer, and train staff on departmental policies and procedures related to appointments, separations, payroll, leave accounting, and benefits programs.
20%	*Identify unit deficiencies and make recommendations to improve and/or streamline processes; establish project objectives and identify activities and resources; develop detailed action plans; and implement viable recommendations, including training staff on process revisions and change management activities. *Ensure the efficient and effective direction of work process to achieve desired strategic planning outcomes.
10%	*Coordinate with the Classification and Hiring (C&H) and Position Control Unit managers to facilitate cross training between the Transactions Section, C&H, and Position Control units to ensure compliance with statutory laws, rules, and regulations. *This includes overlapping processes such as salary determinations, appointments, salary increases, pay differentials, and alternate range determinations. *Act as a liaison with the C&H Managers to recommend and facilitate any necessary changes to the Request for Personnel Action documentation and process to ensure Transactions staff receive the appropriate information to correctly process appointments.
5%	*Attend mandated training and prepares issue papers, audits, staffing requests, special projects, or correspondence assigned by the Assistant Personnel Officer, Personnel Services.
5%	*Provide assistance or back-up to SSM II as required. May be required to participate in conference calls, attend meetings, or travel to field unit/Region office as needed.
5%	<p>Other job-related duties as required, in accordance with the class specification.</p> <p>*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.</p>

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