

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 CNR Nevada-Yuba-Placer 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 Auburn	
		Class Title of Position Personnel Specialist	
		Position Number 541-216-1303-004	
		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.		
40%	<p><u>Under the close supervision of the Unit's Staff Services Manager I-Personnel, the Personnel Specialist will perform all personnel and human resources related functions for the Unit as described below in a shared or split roster:</u></p> <p><u>Appointments, Separations and Position Control</u> *Processes appointments, transfers, adverse actions, and separations in accordance with the bargaining unit contracts, laws, and rules using the California State Controller's Office (SCO) system. *Documents Personnel Action Requests (PARS) and verifies turnaround PARS are correct for all transactions. *Prepares salary determinations. *Notifies employees of the Respiratory Protection Program (RPP) requirements (if applicable), provides Electronic Medical Questionnaire (EMQ) link and track in Point and Click (PnC) to ensure employees are clear prior to appointment. *Ensures timely payment of wages upon separation and ensures all outstanding accounts receivable and advances are recovered upon separation. *Maintains current roster panel within the Unit while updating all position movement. *Conducts employee orientation providing details of benefits, pay, and attendance reporting. *Ensures all required documents are completed and accurate. *Updates Personnel Allocation Control Management System (PACMANS) program for all appointments and any changes to salary or position numbers. *Audits and updates annual State of California Supplementary Schedule of Salaries and Wages form (Schedule 8) for submittal to Budgets Office.</p>		
35%	<p><u>Attendance Reporting/Payroll/Miscellaneous Pay</u> *Prints and audits all timesheets monthly to ensure accuracy. *Works directly with the supervisor for any necessary corrections. *Verifies and authorizes release of master payroll using Employee Attendance Reports (672's). *Verifies and keys hours worked for hourly employees. *Processes necessary payroll adjustments and payroll documents. *Processes salary advances as needed. *Establishes, monitors, and recovers accounts receivables. *Establishes, cancels, and tracks garnishments. *Uploads and audits employee Variable Maintenance deductions. *Processes Miscellaneous Payroll/Leave Action documents (671's) monthly for miscellaneous pay, overtime, uniform allowances, pay differentials, range changes, merit salary adjustments, and salary increases.</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>		
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: <u>Ability to: Think logically, multitask, and apply laws, rules, regulations and bargaining unit contracts; independently interpret and use reference material; communicate effectively; organize and prioritize workload; consult with supervisor on alternative actions for various transactions. Ability to work under pressure is strongly desired. May be required to work nights, weekends, and holidays to complete duties.</u>			
"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			

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Cont.	<p>*Monitors and updates tickler files to ensure all transactions are processed monthly and timely. *Forwards Incident Command Assignment (ICA) pay to Region staff for approval. *Monitors accruals and balances of all leave credits. *Tracks employee state service and maintains the Unit seniority list. *Tracks supervisor compliance with Probationary Report (636's) completion. *Checks View Direct in SCO every morning to check payroll; verify all time issued with 671's and 672's to ensure payroll is correct. *Contact SCO to strip any pay that is not due to the employee. *Provides employees Family Medical Leave Act (FMLA) forms, State Disability Insurance, and Non-Industrial Disability Insurance forms. *Tracks deadlines and hours used under FMLA. Assists Unit and Northern Region with return-to-work coordination.</p>
10%	<p><u>Health Benefits</u> *Enters and updates health insurance benefits timely using the California Public Employees' Retirement System (MyCalPERS). *Ensures all dental and vision documents are processed timely within sixty (60) days of the appointment date. *Updates the Affordable Care Act System (ACAS) for every transaction. *Provides Consolidated Omnibus Budget Reconciliation Act (COBRA) notices within required timeframes. *Maintains the annual Open Enrollment period, processing all documents within the required timeframes. *Tracks monthly pay to ensure benefit deduction(s) are processed. *Communicates with employees if there are any delays or concerns with coverage and assists employees with resolving any issues, if needed.</p>
10%	<p><u>Miscellaneous</u> *Research laws, rules and bargaining unit contracts as needed. *Maintains working knowledge of Memorandum of Understanding (MOU) for multiple bargaining Units. Ensures accurate information is relayed to employees and supervisors. Utilizes all reference manuals when researching problems and works with Unit and Region Staff with complex issues or questions. *Maintains filing of Official Personnel File (OPF) documents, monthly payroll documents, attendance reports, etc. *Responds to income/employment verifications as needed. Reviews all Employment Development Department (EDD) notices, ensures information is correct, and responds to EDD as needed. Administers State Compensation Insurance Fund cases in the absence of the Unit Return to Work Coordinator (RTWC). Responds to and assists with special assignments requested.</p>
5%	<p><u>Additional Duties</u> Completes other duties as required.</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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