

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Southern Region Personnel Supervisor	
		Division and/or Subdivision Southern Region Headquarters	
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 Riverside	
		Class Title of Position Supervisor I	
		Position Number 541-401-4800-001	
		Effective Date 06/30/2026	
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 direction of the Supervisor II (Supervisory), the Supervisor I plans, organizes, and directs the Southern Region Personnel Transactions staff and serves as an advisor to Southern Region (CSR) management, Unit Administrative Officers and acts as the Southern Region Security Monitor. *Plan, organize and direct the CSR personnel transactions/benefits/workers' compensation program. *Interpret laws, rules, and departmental policies and procedures relating to all personnel transactions and benefit matters for CSR staff and Units. *Analyze and develop procedures to implement new programs, policies, and procedures relating to personnel matters for CSR staff and Units. *Ensure uniformity of action and compliance. *Consult with and act as liaison with Sacramento Headquarters personnel staff.		
30%	*Assist staff and Units with resolution to complex personnel transactions/benefit issues (i.e. employment history reconstructions, salary determination audits, loss of coverage, etc). *Perform audits to ensure compliance with the Affordable Care Act System. *Ensure all communication for State Controller's Office (SCO), Department of California Human Resources (CalHR) and Headquarters (HQ) is disseminated to staff and all field Units. *Conduct bi-weekly conference calls with CSR staff and Unit Personnel staff. *Coordinate with HQ in response to control agency audit requests. *Respond to and complete various projects as required.		
30%	*Supervises and directs Region Personnel Specialists in all areas of personnel transactions and workers' compensation transactions. *Ensure all Unit and CSR Personnel Specialist staff attend/obtain required on-the job training as well as SCO and CalHR training. *Travel across the State to meet with unit Personnel Specialists and Administrative Officers to train, advise, and perform desk audits as needed. 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.		
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: <i>This position requires extensive travel to various locations throughout California. May be required to work nights, weekends, and holidays. Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles is required prior to appointment.</i>			
"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 _____	

Working Title of Position

Percentage of Time
Required

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Job qualifications and/or conditions of employment:

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Employee Signature

Date

Supervisor Signature

Date

Personnel use only

Posted to Directory

Initials and Date