

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 Lassen Modoc	
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 Susanville	
		Class Title of Position Personnel Specialist	
		Position Number 541-212-1303-003	
		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 the general supervision of the Supervisor I, the Personnel Specialist will perform a variety of personnel and human resource functions described below for Lassen Modoc Unit. <u>Transactions: Appointments and Separations</u> *Process all appointments, transfers, adverse actions and separations in accordance with the bargaining unit contracts, laws and rules using the State Controller's Office (SCO) system. *Document and key Personnel Action Requests (PARS) into the SCO system, verify accuracy of turnaround PARS and Notices of Personnel Action. *Research, document and process salary determinations. *Ensure timely payment of wages upon separation and ensure all outstanding accounts receivable and advances are recovered upon separation. *Conduct employee orientation providing details of benefits, pay, and attendance reporting. Ensure all required documents are completed, signed and accurate. Update Personnel Allocation Control Management System (PACMANS) for all appointments and any changes to salary or position numbers.		
30%	<u>Attendance Reporting/Payroll/Miscellaneous Pay</u> *Audit timesheets monthly to ensure accuracy, work directly with supervisors for any necessary corrections. *Monitor accruals and balances of all leave credits. *Verify and authorize release of master payroll using Employee Attendance Reports (672); verify and key hours worked for hourly employees; process necessary payroll adjustments; process salary advances as needed; establish, monitor and recover accounts receivables; establish, cancel and track garnishments. *Process Miscellaneous Payroll/Leave Actions (671) monthly documents for miscellaneous pay, overtime, Incident Command Assignment, uniform allowance, and pay differentials in accordance with bargaining unit contracts. *Track employee state service and maintain the unit seniority list. *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 _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only ☐ Posted to Directory		Initials and date _____	

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Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
15%	<u>Miscellaneous</u> Research laws, rules and bargaining units as needed. *Ensure accurate information is relayed to employees and supervisors. *Utilize all reference manuals when researching problems and work with unit personnel team, Supervisor I, and/or the Region Transaction Manager (Supervisor I) with any complex issues or questions. Maintain filing of Official Personnel File documents, monthly payroll documents and attendance reports. *Respond to income/employment verifications as needed. *Review all Employment Development Department (EDD) notices for accuracy and respond to EDD as needed. Responsible for informing unit staff of Family Medical Leave Act and California Family Leave Act entitlements and benefits. Process State Disability Insurance and Non-Industrial Disability forms and claims. Acts as the back-up for the unit Return to Work Coordinator (RTWC), updating the Injury Assessment and Prevention System and forwarding relevant information to the State Compensation Insurance Fund and the region RTWC. Complete required and position relevant trainings.		
10%	<u>Health Benefit Officer</u> *Insert and update health insurance benefits in the MyCalPERS system. *Ensure all dental and vision documents are processed timely in accordance with the qualifying event. *Maintain and update the Affordable Care Act System (ACAS) as it pertains to health enrollment. *Responsible for processing all documents during the annual open enrollment period within the required timeframes. *Track monthly pay to ensure the correct deductions have been processed. Communicate with employees regarding any delays, concerns or issues as needed.		
5%	Other duties assigned.		
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Job qualifications and/or conditions of employment: 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/or holidays.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____ Personnel use only		Date _____ Supervisor Signature _____ Date _____ ☐ Posted to Directory _____ Initials and Date _____	