

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Workers' Compensation	
		Division and/or Subdivision Northern 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 Santa Rosa	
		Class Title of Position Senior Personnel Specialist	
		Position Number 541-101-1317-003	
		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.		
30%	Under the general direction of the Personnel Transactions Supervisor I (SUP I), the Senior Personnel Specialist (SPS) is responsible for workers' compensation and assigned personnel management activities, programs, documents and records in the northern region along with the northern units. This includes providing lead guidance to SPS and Personnel Specialists (PS) within the northern region including the northern region units. *The incumbent completes, reviews, and submits all personnel transactions related to all workers' compensation (WC). Acts as liaison with all northern region staff, State Compensation Insurance Fund (SCIF), State Controller's Office (SCO) and employees regarding all related questions. *Assists Return to Work Coordinator (RTWC) regarding status of WC benefits of employees and communicates closely with the unit SPS/PS. Incumbent, processes compensation cases included but not limited to lost time, hospitalization, death, adjudicated, settled, or potential lost time cases. *Upon approval of the WC claim, responsibilities include, but not limited to: Completing file creation including 3290 Industrial Disability Leave (IDL) authorization or temporary disability (TD) benefit notification, data entry in to various systems, preparation of documents as needed for lost time, completes correspondence to employees, computes hours required for supplementation of temporary disability and industrial disability, review leave credit balances, attendance reporting, absence and additional time worked report each month, restoration of employee's leave record. *Initiates and processes STD 674 – Payroll Adjustment Notice and STD 674D – Industrial and Non-Industrial Disability Payment Request to request payment and transfer of funds, as necessary. Processes and reviews supplemental payroll warrants, notifies the units to releases of appropriate pay. *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 3			
"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 _____	

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16) - PAGE 2 of 3		Working Title of Position Workers' Compensation	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
20%	*Advises SCIF, employees, RTWC and supervisors of changes in employee status and/or requests for information or approval of IDL from SCIF. Completes CalPERS BDS 194 for employees that applied for Industrial Disability Retirement and forwards to CalPERS with a copy to the Unit SPS/PS and Region RTWC. *Researches all WC related issues and questions from employees, management, and units arising from WC claims, and apprise all parties of results and all information. Processes adjudicated claims. *Determines various range changes, out-of-sequence Personnel Action Requests (PARs), payroll adjustments for proper funding, attendance reports and leave cards for proper time usage, and processes said documents. *This position will support and cover the other SPS responsible for WC and their assigned units for the Northern Region when absent.		
15%	*Supports and trains Northern unit staff on all aspects of personnel functions including processing PARs, payroll, garnishment, docks, timekeeping, Department of Forestry and Fire Protection (CAL FIRE) computer systems, pay differentials, new employee orientation, seasonal hiring, and all associated personnel functions. Knowledge and expertise in Fair Labor Standards Act (FLSA) including section 7K rules and their application. May require travel to various units as needed to provide training and support to unit SPS/PS staff.		
15%	*Answers questions from employees and administrative units concerning the laws and rules regarding IDL and TD benefits, IDL and TD supplementation, restoration of leave credits, and other WC/TD related questions. *Prepares various correspondence and reports, as necessary. Assists the Region RTWC in resolving complex cases by attending meetings and researching personnel/payroll issues. Closes completed files, included full review of file to determine that all documents have been accurately completed and processed i.e., 3290's, attendance reports, accounts receivables. *Determines that all benefits have been paid, account receivables (ARs) have been paid, and all adjustments completed. Completes quarterly WC report for headquarters. Develop and maintain continuous reminder system to update files, complete tasks, and reports		
10%	Assigned special projects by the SUP I. Participates and creates a workplace that has minimal paper-based processes and relies on digitized documents utilizing a variety of programs including but not limited to Adobe Acrobat, Microsoft Office, scanning techniques. *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 3			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Date _____	
Supervisor Signature _____		Date _____	
Personnel use only			
☐ Posted to Directory			
Initials and Date _____			

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16) - PAGE 3 of 3		Working Title of Position Workers' Compensation	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
5%	Maintains knowledge of changes with all laws, rules, policies and regulations regarding Personnel and WC. Reads and applies new Bargaining Unit (BU), Memorandum of Understanding (MOU), State Controller's Office (SCO) letters and direction, Department of California Human Resources (CalHR) and CAL FIRE policies and Personnel Services Memorandums (PSM) as well as Managerial, Supervisory and Confidential classifications and implemented changes imposed. Provides input and updates to manuals and policies used as reference sources within the personnel office such as new and revisions of Payroll Administration Manual (PAM), Payroll Procedures Manual (PPM), Benefits Administration Manual (BAM), Personnel Management Policy and Procedures Manual (PMPPM), Personnel Transactions Manual (PTM), etc.		
5%	Attends training classes as required and participates as a trainer and collaborator in the CAL FIRE personnel conference and all region training. Travel throughout California is 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: This position will require the incumbent to travel as part of the duties of the position. This position will need to sign a confidentiality statement due to the duties.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Date _____	
Supervisor Signature _____		Date _____	
Personnel use only ☐ Posted to Directory		_____ Initials and Date	