

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position State Personnel OT	
		Division and/or Subdivision Southern Region-Riverside 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 Perris	
		Class Title of Position Office Technician (T)	
		Position Number 541-312-1139-007	
		Effective Date October 06, 2026	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
35%	Under the general direction of the Supervisor I, (Personnel Transactions Manager) the Personnel Office Technician (OT) is the primary support position for the Personnel Specialist (PS) staff in the Riverside Unit (RRU). This individual is expected to implement, adhere to, and enforce all Cal Fire and Riverside County Fire policies and procedures while maintaining the strictest of confidentiality. This position routinely performs a wide variety of clerical duties and responsibilities from simple to most difficult, which may require detailed and sensitive employee contact.		
30%	<u>Duties</u> *Put together, organize, and update Official Personnel Files (OPFs), and mail OPFs to other Units as needed. *File personnel documents in OPFs. *Email transfer packets via DocuSign for incoming transfers from other Cal Fire Units. *Scan and email copy of OPF requests utilizing the secured transmission method. *Mail out Notice of Personnel Actions (NOPAs) and track receipt of signed NOPAs. *Compile and distribute hiring and separation packets. *Archive documents in accordance with the records retention schedule. *Send out performance report due dates to the Unit supervisors monthly. *Track receipt of probationary and performance reports and file in OPFs. *Send certification of salary adjustments to supervisors. *Prepare employee accounts receivables (AR) correspondence. *Update AR tracking log and coordinate completion of documentation with PS. *Prepare correspondence for new or modified employee garnishments. *Verify and prepare releases for garnishment warrants. *Prepare COBRA letters for new and separating employees. *Update the COBRA log. *Enter monthly meal counts in PACMANS for submission to State Controller's Office (SCO). *Respond to verification of employment requests. *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: The incumbent must demonstrate strong organized skills, a high degree of initiative, the ability to work independently, follow oral and written direction, show good judgment, and the ability to communicate effectively. May be subject to working nights, weekends or holidays and travel throughout the State. Experience using Windows and Microsoft Office Suite (Word, Excel, Access, Visio and Outlook). Ability to type at a speed of not less than 40 words per minute.			
"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			

Working Title of Position

State Personnel OT

Percentage of Time
Required

Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

20%

*Responds to employee and supervisor inquiries regarding FMLA criteria, monitors, and tracks FMLA leave usage, prepares FMLA notifications/correspondence to employees, and maintains FMLA log on SharePoint in conjunction with the guidance of the Unit's Family and Medical Leave Act (FMLA) coordinator (Personnel Analyst).

5%

*Assist in responding to PO-311 requests from other Cal Fire Units or RRU's Hiring Office.

5%

*Manage processes for employee I.D. cards (request, issuance, collection/destruction, and maintenance).

5%

Other duties as required.

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Employee Signature
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Date

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Supervisor Signature

Date

Initials and Date