STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT

PO-199 (06/16)

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.

Working Title of Position
Senior Personnel Specialist

Division and/or Subdivision
Southern Region

Location of Headquarters
San Diego Unit / El Cajon, CA

Class Title of Position
Senior Personnel Specialists

Position Number
541-314-1317-005

Effective Date
09/28/2026

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
	Under the general direction of the Supervisor I (Supervisor I – Unit Personnel Manager), the Senior Personnel Specialist is responsible for handling personnel related transactions for permanent, limited term and seasonal employees. Responsible for using a high degree of judgment in resolving difficult personnel problems, making independent decisions in performing a wide variety of difficult and complex duties, prioritization of workload needs and assessments in order to meet crucial deadlines. Identifies errors and corrects with appropriate methods. Interprets bargaining Unit Contracts, Laws and Rules, and completion methods from various manuals especially in areas affecting personnel transactions, payroll, recordkeeping, and certification process. Advises employees of their rights and supervisors of alternative actions they may take regarding various transaction situations. This position works routinely with all supervisors located in the unit and as well as region personnel. Responds to needs and questions from Departmental Personnel Office Staff, Department Finance/Fund Accounting Office Staff, District Attorney and legal offices, the general public, and public agencies.
40%	*Processing of documents relating to payroll: audit and enter attendance reports into the PACMAN program, enter pay documents into the State Controller's Office computer, reconciliation of master payroll, audit and release master payroll, overtime, supplemental checks, salary and uniform advances, salary increases for firefighters, MSAs, SISAs, docks and payroll adjustments. *Maintain employee personnel files to ensure they contain information which is current and authorized. *Update the personnel master files in a timely manner to reflect personnel transactions. *Responsible for researching unpaid overtime requests for employees to determine status of request and appropriate action necessary to generate payment.
15%	*Processing of personnel transaction documents relating to appointments, miscellaneous changes and separations (e.g., PAR, EAR, NOPA, PO-200, PO-199, etc.). *Update and prepare the Unit's organizational chart. *Enter personnel transactions in a timely manner.
	*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: May be required to work nights, weekends, or holidays in support of emergency incidents.

"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

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Working Title of Position
Senior Personnel Specialist

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
15%	*Assist the Unit Workers Compensation Senior PS. *Establishes communications between the injured workers and Supervisors. *Works with Region Coordinator and SCIF Adjustors providing modified work and tracking off work status on injured employees. *Provides injured employee with the reassurance the Department is assisting them in all phases of their industrial or non-industrial claim. *Audit all injury reports in order to establish which cases will be short or long term based on the injury/illness. *Correct any discrepancies that may have occurred during the initial processing of the 3067s/3301s. *Maintain CAL/OSHA logs and reports.
10%	*Update and accurately post monthly leave records, print and distribute attendance reports, monitor employee position numbers, monitor employee position numbers. *Rotate personnel into vacant positions as needed.
5%	*Maintains working knowledge of State rules, regulations and procedures as well as employee benefits (health, dental, etc.). *Respond to inquiries and provides informational correspondence to advise ranger unit personnel of changes in policies and procedures.
5%	*Assist and process the planned Firefighter I rehires, new hires, and separations.
5%	*Coordinate and maintain the individual development plan schedule and probation reports. *Gather information for Staff Services Manager (e.g., employee separations, promotions, transfers separations, promotions, transfers, retirements and 25 year awards). *Verify and complete forms for employment verification. *Assist on emergency assignments as needed within the scope of ICS training.
5%	Other duties as assigned.

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Employee Signature	Date	Supervisor Signature	Date

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