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
Northern Region – Tehama Glenn Unit (TGU)

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
Red Bluff

Class Title of Position
Personnel Specialist

Position Number
541-215-1303-004

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.
	Under the close supervision of the TGU Human Resources Supervisor I, the Personnel Specialist will perform all personnel functions as described below in a shared or split roster:
40%	Appointments, Separations and Position Control *Processes appointments, transfers, adverse actions, and separations in accordance with the bargaining unit contracts, laws, and rules using the California State Controller's Office (SCO) system. *Documents Personnel Action Requests (PARS) and verifies turnaround PARS are correct for all transactions. Prepares salary determinations. *Notifies employees of the Respiratory Protection Program (RPP) requirements (if applicable), provides Electronic Medical Questionnaire (EMQ) link and track in Point and Click (PnC) to ensure employees are clear prior to appointment. *Ensures timely payment of wages upon separation and ensures all outstanding accounts receivable and advances are recovered upon separation. *Maintains current roster panel within the Tehama Glenn Unit while updating all position movement. *Conducts employee orientation providing details of benefits, pay, and attendance reporting. *Ensures all required documents are completed signed, and accurate. *Updates Personnel Allocation Control Management System (PACMANS) program for all appointments and any changes to salary or position numbers. *Assist with labor reconciliation reports monthly.
35%	Attendance Reporting/Payroll/Miscellaneous Pay *Prints and audits timesheets monthly to ensure accuracy. *Works directly with the supervisor for any necessary corrections. *Verifies and authorizes release of master payroll using Employee Attendance Reports (672's); *verifies and keys hours worked for hourly employees; *processes necessary payroll adjustments and payroll documents; *processes salary advances as needed; *establishes, monitors, and recovers accounts receivables; establishes, cancels, and tracks garnishments. *Processes Miscellaneous Payroll/Leave Actions (671's) documents monthly for miscellaneous pay, overtime, uniform allowance, pay differentials, range changes, merit salary adjustments, and salary increases. *Monitors and updates the monthly tracking log to ensure all transactions are processed monthly and timely.
	*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	Date	Supervisor Signature	Date

Personnel use only ☐ Posted to Directory _____ Initials and date

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PO-199 (06/16) **- PAGE 2**

Working Title of Position
Personnel Specialist

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	Attendance Reporting/Payroll/Miscellaneous Pay (Continued) *Forwards Incident Command Assignment (ICA) pay to Region Supervisor I for approval. *Updates the California Leave Accounting system monthly by the accrual cycle date. *Monitors accruals and balances of all leave credits. *Tracks employee state service and maintain the Unit seniority list. *Checks View Direct in SCO every morning to check payroll. *Verify all time issued with 671's and 672's to ensure payroll is correct. *Contact SCO to strip any pay that is not due to the employee. *Provides employees out three (3) or more days the Family Medical Leave Act (FMLA) forms and State Disability Insurance, Non-Industrial Disability forms. *Tracks deadlines and hours used under FMLA. *Assists Unit and Northern Region with Return To Work Coordination.
10%	Health Benefit Officer *Enters and updates health insurance benefits timely using the California Public Employees' Retirement System (MyCalPERS). *Ensures all dental and vision documents are processed timely within sixty (60) days of the appointment date. *Updates the Affordable Care Act System (ACAS) for every transaction. *Provides Consolidated Omnibus Budget Reconciliation Act (COBRA) notices within required timeframes. *Maintains the annual Open Enrollment period processing all documents within the required timeframes. *Tracks monthly pay to ensure deduction is processed. *Communicates with employees if there are any delays or concerns with coverage. Assists employees with resolving any issues, if needed.
10%	Miscellaneous *Researches laws, rules and bargaining units as needed. *Ensures accurate information is relayed to employees and supervisors. *Utilizes all reference manuals when researching problems and work with the Region Supervisor I with complex issues or questions. *Maintains filing of Official Personnel File (OPF) documents, monthly payroll documents, and attendance reports. *Responds to income/employment verifications as needed. *Reviews all Employment Development Department (EDD) notices, ensures information is correct, and responds to EDD as needed. *Responds to and assists with special assignments requested. *Administers State Compensation Insurance Fund cases as the Unit Return To Work Coordinator (RTWC).
5%	Additional Unit Specific Duties· Duties as required by the Tehama Glenn Unit.
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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 or holidays in support of emergencies.

"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