STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT

PO-199 (06/16)

Working Title of Position
Personnel Management Services Technician

Division and/or Subdivision
HQ Human Resources/Personnel Transactions 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
West Sacramento

Class Title of Position
Management Services Technician

Position Number
541-031-5278-904

Effective Date
December 1, 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 supervision of the Transactions/Disability Management Unit Supervisor II, this position provides essential support to both the Personnel Transactions and Disability Management Units in Headquarters (HQ). The incumbent is expected to demonstrate strong time-management skills, maintain strict confidentiality, exercise sound judgment, and handle sensitive information with professionalism and discretion while performing the following duties:
45%	*Evaluate and support program operations by reviewing, analyzing, and preparing documents, data entries, and reports for Unit staff. *Perform analytical work on special projects, including researching issues, developing recommendations, monitor project timelines, and providing ongoing support to Transactions Leadership. *Monitor pay warrant reporting unit data, prepare analytical summaries, and ensure accurate delivery and documentation for HQ and field units. *Sort pay warrant by reporting unit and prepares them for mailing or delivery HQ and field units with a high degree of accuracy. *Coordinate with staff to resolve discrepancies and ensure timely distribution. *Maintain accurate records of processed warrants and correspondence related to payroll inquiries in accordance with existing approved retention.
25%	*Track, sort, date stamp and ensures timely distribution for all incoming mail and other personnel-related documents statewide. *Prepare outgoing mail items for delivery to employees, statewide CAL FIRE units, the State Controller's Office, Franchise Tax Board, State Disbursement Unit, and other recipients as needed. *Responsible download and distribution of personnel documentation from State Controller's Mobius program
15%	*Assist in maintaining accurate entries related to employee salary and compensation data in Position Allocation Control Management System (PACMANS). *Serve as liasion with all other HQ Programs to ensure timely certification of timesheets. *Maintain routing for approval and tracking of monthly uniform allowanes, merit salary increases, and collection of other personnel related items. *Establish and maintain documents for all HQ Transactions & DMU files, which include active and separated Official Personnel File (OPF) materials, hiring retention packages, new hire orientation packets, etc.
	*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 encounter 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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DEPARTMENT OF FORESTRY AND FIRE PROTECTION
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PO-199 (06/16) **- PAGE 2**

Working Title of Position
Personnel Management Services Technician

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
10%	*Serve as primary point of contact for all incoming customer service calls to the Human Resources main telephone line. *Monitor Transactions Unit group email and provide responses to incoming requests or route email to correct unit. *Provide general clerical support to Transactions & DMU staff. *Maintain adequate supply of Transaction-related forms, brochures, orientation packets, etc. *Verify and complete employee's work location for employment verification requests, wage garnishments, etc
5%	*Provides technical and analytical support on various projects and performs other job-related duties and tasks as 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.

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Job qualifications and/or conditions of employment: Ability to operate clerical office equipment. Knowledge of Microsoft Office Platforms. Professional written and verbal skills. Must be flexible, adaptable, and maintain good attendance practices.

"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