

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Sierra Conservation Center		POSITION NUMBER (Agency-Unit-Class-Serial) 099-261-1317-VAR		MCR / HCR 1
DIVISION / UNIT Business Services/Personnel		CLASSIFICATION TITLE Senior Personnel Specialist		
		WORKING TITLE Senior Personnel Specialist		
		TIME BASE / TENURE LFT	CBID R01	WWG 2
LOCATION Jamestown, California		INCUMBENT		EFFECTIVE DATE 1/30/23

CDCR'S MISSION and VISION

Mission

We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.

Vision

We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.

DIVISION OVERVIEW

The primary mission of the Sierra Conservation Center (SCC) is to provide housing, programs and services for minimum and medium custody inmates, to aid in their rehabilitation. SCC is responsible for the training and placement of male inmates in the Conservation Camp Program. SCC administers 31 male camps located throughout the State of California.

The Personnel Department receives, processes, and maintains staff personnel, payroll, and benefit related documents and concerns. Personnel provides ethical, honest, and knowledgeable application of all laws, rules, policy and procedure as they pertain to our staff; prioritizing timeliness, accuracy and exceptional customer service.

GENERAL STATEMENT

Under the general direction of the Personnel Supervisor II, the Senior Personnel Specialist serves as the expert staff resource and is responsible for the difficult and complex payroll and transactions related to the workers compensation benefit program.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.
30%	Process transactions for staff in regards to industrial disability enhanced industrial disability and temporary disability cases accepted by the State Compensation Insurance Fund (SCIF). Confers with Institutional Workers Compensation (IWC) Analyst, Return to Work Analyst, SCIF and injured or ill employees regarding various disability benefits. Responsible for the interpretations and application of laws and rules, policies and procedures, collective bargaining unit contract provisions and other related material pertaining to the employment and payable benefit status of work related ill or injured employees.
30%	Responsible for documenting injured or ill employees employment history and payroll records including the complete check out, separation/retirement process and ensures compliance with Department Labor Code 220 pertaining to final pay. Ensures leave credits are deducted for supplementation or restored appropriately. Monitors payroll activity for appropriate transfer of funds, establishment and collection of Account receivables and reversals, tax and benefit adjustments and ensures that transaction are posted appropriate position numbers and payment types. Process health, dental, benefit transactions as well as wage assignments and inquires for employees on disability status.

20%	Determine disability benefits and compensation (State Disability Insurance [SDI] Temporary Disability, Industrial Disability Leave [IDL], and Non-Disability Insurance [NDI]) to prepare applicable personnel and payroll documents ensuring appropriate pay using various reference manuals, laws, rules, State Compensation Insurance Fund (SCIF), SCO database, etc., on a monthly basis and/or as needed.
15%	Assists staff in preparing forms. Notify individuals of actions that may need to be taken. Collects SDI/NDI data from Specialist, composes identified information to a spreadsheet for the Comstat Coordinator's review.
5%	Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time, and submit timesheets by the due date.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison inmates, visitors, nonemployees and employees shall be made aware of this.

CONSEQUENCE OF ERROR

- Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and time line goals, and varying degrees of negative financial impacts to the department.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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SUPERVISOR'S STATEMENT:

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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