

**AVENAL STATE PRISON  
PERSONNEL SPECIALIST  
DUTY STATEMENT**

**DESCRIPTION:**

Under the general supervision of the Personnel Supervisor I, the Personnel Specialist is responsible for all phases of personnel transactions for an assigned group of 180-200 employees.

**DUTIES:**

- 35%** Process payroll documents for regular salary, overtime, shift, uniform allowance, etc. Responsible for processing and monitoring FMLA, CTB, NDI and SDI benefits for eligible employees. Monitor and process Military Leave as per DPA regulations and departmental policies and procedures. Track Senior Peace Officer Pay Differential and Seniority points utilizing State service calculations. Track Institutional Worker Supervision Pay (IWSP). Process accurately and in a timely manner all adverse actions, calculate and determine penalty interest due to employees as a result of SPB hearing decisions. Process all salary determinations for staff assigned. Process all Personnel and payroll transactions for CEA/Exempt employees. Monitor hours worked for permanent intermittent employees and retired annuitants. Process garnishments and levies, research and monitor collections, establish accounts receivables and prepare salary advances. Reconcile payroll with payroll request documentation and clear salary advances and account receivables. Prepare and process lump sum calculation calendars and payments.
- 25%** Process timely all personnel documents for appointments, transfers, terminations, adverse actions, and special transactions operations projects. Ensures all documentation is processed in a timely manner for employees who are eligible for a Merit Salary Adjustment (MSA). Type and process benefit documents for Health, Dental, Vision, Life Insurance and COBRA. Audit and complete Flex Elect and other benefit forms. Process and research information for grievance responses.
- 25%** Reconcile Monthly Payroll Warrant Registers to the Monthly Time and Attendance Records (672). Audit all absences on the Employee Attendance Record (998-A) for accuracy and substantiation. Substantiation is required for the following; Military Leave, Bereavement Leave, Jury Duty, Subpoena Witness and Sick Leave if requested by a supervisor. Provide guidance/assistance to timekeepers. Manually post information into the California Leave Accounting System (CLAS).
- 10%** Provide service to institutional staff, answering questions and responding to written requests for information relative to Personnel. Maintain Personnel files and various computer databases used in the preparation of reports. Provide information for monthly reports and assist in the preparation of special assignments as requested. Maintain and update all information in Business Information System (BIS).

**5%** Responsible for maintaining the confidentiality of the highly sensitive and complex issues in personnel. Responsible for reporting to work on your scheduled workdays on a continuous basis, accurately signing-in and signing-out daily on the 998-A meeting FLSA laws and rules to ensure no FLSA violations are committed and attaching required documentation for absences to the 998-A. Responsible for meeting yearly In-Service Training requirements and obtaining On-the-Job Training as needed. Provide assistance and perform other duties as directed by supervisory staff, such as assisting the Personnel Reception desk, and the Custody and Non-Custody Timekeepers.

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Employee Signature

Date

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Supervisor's Signature

Date

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Classification and Pay Analyst

Date

Revised 07/2014