

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California Institution for Men		POSITION NUMBER (Agency-Unit-Class-Serial) 080-261-1317-973		MCR / HCR 1 / F	
DIVISION / UNIT Personnel		CLASSIFICATION TITLE Senior Personnel Specialist			
		WORKING TITLE Senior Personnel Specialist			
		TIME BASE / TENURE LT/FT	CBID R01	WWG 2	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
LOCATION Personnel		INCUMBENT		EFFECTIVE DATE	
CDCR'S MISSION and VISION					
<p>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.</p> <p>Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p>					
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					
Personnel certifies and processes payroll transactions, benefits, hiring and recruitment and coordinates the institution's position control processes as well as develops, recommends, and implements policy and procedure for management.					
GENERAL STATEMENT					
Under the supervision of the Personnel Supervisor II, the Senior Personnel Specialist is the expert journey level of the Personnel series within the transaction unit. The incumbent will have lead and full responsibility for assuming the full charge for the following programs: Workers Compensation/Industrial/Temporary Disability and special projects as needed. The incumbent performs the most difficult and complex personnel/payroll issues. As a Senior Personnel Specialist, researches critical personnel problems. Incumbent will be responsible for independently interpreting and applying personnel related laws, rules, regulations, policies and Memorandums of Understanding and performing complex salary determinations. Serve as technical expert to Departmental employees, supervisors, managers, as well as less experienced personnel transactions staff in all personnel transactions related. Incumbent works independently and on team with staff involved in developing/revising department policy and procedures for various personnel processes.					
% 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.			
35%		Completes reviews and submits the most difficult and complex personnel transactions related to Workers Compensation (Industrial Disability Leave and Temporary Disability with and without supplementation). Prepares and processes all documentation necessary to ensure the employee receives pay warrants for the proper amount on a timely basis. Verify time thru the Business Information System (BIS) Time & Shift Program. Prepares documents to clear Accounts Receivables and Salary Advances; that appear on the Aging Report. Responsible for restoring leave credits to employees after receiving the proper authorization from the State Compensation Insurance Fund (SCIF) via the STD. 609 form. Process Industrial Disability Retirements, S71 PAR transactions.			

35%	Independently responsible for processing the most complex personnel/payroll transactions including salary determinations. It will be the responsibility of the Senior Personnel Specialist to ensure we are in full compliance and provide the employees the necessary documentation and to communicate effectively. Responsible for independently interpreting and applying personnel related laws, rules, regulations, policies and Memorandums of Understandings and performing complex salary determinations. Communicate with Budget Analyst. W/C specialist will process the employee as long as the employee is approved for W/C. Work on COVID-19 Workers' Compensation (SB 1159).
20%	Serves as technical expert to Departmental Employee's, supervisors, managers as well as less experienced personnel transactions staff will act in the absence of the SSMI, Personnel Officer, or Personnel Supervisors as needed. Research and answer questions regarding personnel rules and regulations pertaining to employment and numerous related personnel situations. Compile data/spread sheets/deadlines for various reports.
10%	Responsible for various other related personnel transaction duties including but not limited to management reports. Provide technical assistance to SSM I, Personnel Officer and Personnel Supervisors. Attend required In-Service and on the job training courses.

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.
- Errors or omissions may have consequences which extend beyond the work performed to effect other units or public. The impact of error may place moderate sums of money in jeopardy. Work is not reviewed regularly, but may be audited on occasion.

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
-------------------------	----------------------	------

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
---------------------------	------------------------	------