

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Folsom State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 071-261-1303-XXX			MCR / HCR 1
DIVISION / UNIT BUSINESS SERVICES PERSONNEL		CLASSIFICATION TITLE PERSONNEL SPECIALIST			
		WORKING TITLE PERSONNEL SPECIALIST			
		TIME BASE / TENURE PERM/FT	CBID R01	WWG 2	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
LOCATION 300 Prison Rd. Represa, CA 95671		INCUMBENT			EFFECTIVE DATE
CDCR'S MISSION and VISION					
<p>Mission To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.</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					
<p>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.</p> <p>CDCR and CCHCS strive to collaborate with the community to enhance public safety and promote successful community reintegration through education, treatment and active participation in rehabilitative and restorative justice programs. Incumbents establish and maintain cooperative working relationships within the department, other governmental agencies, health care partners, and communities.</p>					
DIVISION OVERVIEW					
<p>You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.</p>					
GENERAL STATEMENT					
<p>Under the general supervision of the Personnel Supervisor I, the Personnel Specialist (PS) is responsible for personnel transactions and maintenance of personnel records necessary to facilitate the appointment, pay, and separation of employees for Folsom State Prison (FSP). These transactions must be completed in accordance with State laws, Bargaining Unit provisions, and departmental rules and regulations.</p>					
% 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.			

25%	Process documents for personnel appointments, miscellaneous transfers, terminations, and adverse actions.
20%	Maintain attendance records and certify time against time sheets and warrant registers. Post and maintain leave balances, vacation change dates, and state service information. Audit absence requests for sick leave, jury duty, and military leave. Provide guidance to unit timekeepers.
20%	Process payroll documents for regular salary, overtime, shift, MOD, night shift incentive pay, etc. Process garnishments, prepare accounts receivable letters, and request salary advances. Reconcile payroll with payroll request documentation. Track Salary Advances; clear and collect Accounts Receivables and Salary Advances.
10%	Update, input, or retrieve information from various computer systems, including SCO-PIMS, CLAS, BIS, and CALPERS.
5%	Interpret/utilize Bargaining Unit contracts, laws & rules, payroll manuals, information memoranda, and any other written information pertaining to personnel.
5%	Provide service to institutional staff, answer questions, and respond to written requests for information relative to personnel matters.
5%	Maintain personnel files and various computer databases used in preparation of reports. Provide information for monthly reports.
5%	Attend training classes in order to maintain the required 40 hours of In-Service Training
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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