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| **CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION** | | | | | |  | PROPOSED | | |
| POSITION DUTY STATEMENT | | |  | | | | | | |
|  | | |  | | |  | CURRENT | | |
|  | | |  | | | | | | |
| **CDCR INSTITUTION OR HEADQUARTERS PROGRAM** | | | **POSITION NUMBER (Agency-Unit-Class-Serial)** | | | | | | **MCR / HCR** |
| Salinas Valley State Prison | | | 936-261-1303-XXX | | | | | |  |
| **DIVISION / UNIT** | | | **CLASSIFICATION TITLE** | | | | | | |
| Business Services  Personnel | | | Personnel Specialist | | | | | | |
| **WORKING TITLE** | | | | | | |
| Personnel Specialist | | | | | | |
| **TIME BASE / TENURE** | **CBID** | **WWG** | | | **COI** | |
|  | R01 | 2 | | | Yes  No | |
| **LOCATION** | | | **INCUMBENT** | | | **EFFECTIVE DATE** | | | |
| Salinas Valley State Prison, Soledad CA | | |  | | |  | | | |
| **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** | | | | | | | | | |
| **BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS** | | | | | | | | | |
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| **GENERAL STATEMENT** | | | | | | | | | |
| Under the general supervision of the Personnel Supervisor I, the Personnel Specialist applies laws, rules and regulations concerning personnel transaction, payroll, benefits and various documents. Independently interprets reference materials and follows oral and written directions. Communicates with employees both verbally and in writing of their entitlements. Utilizes various computer systems. Maintains personnel records including the Official Personnel File | | | | | | | | | |
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| **% 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%  25%  20%  10%  10% | Responsible for processing and keying of various personnel documents for an assigned employee roster. This includes Personnel Action Request (PAR’s), Employee Action Request (EAR’s). Process documents for personnel appointments, miscellaneous transfers, terminations, and adverse actions. Applies the appropriate Laws and Rules utilizing various manuals for documentation. Provides information regarding and processes employee health, dental and/or flex elect benefits. Prepares and/or reviews personnel/payroll related materials for accuracy. Provides customer service to employees on their assigned caseload regarding pay and benefits.  Initiates and keys appropriate documentation for overtime including the processing, calculating and verifying 7k overtime for R06 employees. Process employees’ holiday and shift differential pay. Keys employee pay docks and certain pay differentials. Daily verifies issued pay for accuracy and verifies transactions entered into the State Controller’s Office (SCO) system interfaced accurately into the BIS SAP system and/or the myCalPERS system.  Responsible for insuring all 998’s are submitted on a monthly basis. Responsible for initiating, tracking and setting up appropriate account receivable documentation in the required time frame and update BIS. Process in a timely basis appropriate documentation for employee garnishment, payroll adjustments, out-of-class assignments, Non-Industrial Disability Leave Insurance (NDI), Family Medical Leave Act (FMLA), uniform allowance and salary advances. Provide service to institutional staff, answer questions, and respond to written requests for information relative to personnel matters, on a monthly basis update employee’s leave usage/accruals onto the employees leave card and input or verify onto CLAS. Reconcile the leave card, BIS and CLAS by the SCO calendar dates..  On a regular basis, updates various computer programs such as BIS and SCO with changes, additions and deletions. Provide orientation for new employees and informs employees of options on all benefits. Files confidential personnel documents. Completes and distributes proper documents necessary for position control and payroll reconciliation. Purges, organizes, maintains Official Personnel Files, and various personnel manuals. Audits Seniority reports for accurate information.  Research, compiles, properly prepares and submits various reports and special projects as determined by his/her supervisor. Have good working knowledge of calculators, copier, and various computer systems. Reconcile before Master Payroll Cutoff the 672’s against the position control roster. Audit pending pay-book for outstanding documents. | | | | | | | | |
| 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** | | | | | | | | | |
| * Example: 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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