

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Calipatria State Prison/DAI		POSITION NUMBER (Agency-Unit-Class-Serial) 178-261-1303-011 thru 017		MCR / HCR 1 / D
DIVISION / UNIT  Business Services Personnel		CLASSIFICATION TITLE Personnel Specialist		
		WORKING TITLE Personnel Specialist		
		TIME BASE / TENURE P/FT	CBID R01	WWG 2
LOCATION Imperial	INCUMBENT		EFFECTIVE DATE	

**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 Personnel Office provides customer service to approximately 1200 Calipatria State Prison employees, supervisors and managers which includes Classification and Pay, Hiring and Recruitment, Position Control, Transactions (attendance, payroll, and benefits), and Return to Work.

**GENERAL STATEMENT**

Under general supervision of either the Personnel Supervisor II and/or the Personnel Supervisor I, the Personnel Specialist (PS) applies laws, rules and regulations concerning personnel transactions, payroll, benefits and various documents. Independently interprets reference materials and follows oral and written directions. The PS communicates with employees, both verbally and in writing, of their entitlements. The PS is required to use various computer systems. The PS maintains personnel records including but not limited to the Official Personnel File, Garnishment files, and disability type files. The PS is responsible for all phases of the Personnel transactions for an assigned group of employees and will work with minimal supervision.

**% 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%

Responsible for the processing and keying of various personnel documents for an assigned employee roster. This includes Personnel Action Requests (PAR's) and Employee Action Requests (EAR's) through the State Controller's Office (SCO) Computer system and Business Information Systems (BIS). Document and process all personnel transaction appointments, change and separation documents in accordance with the laws, rules and policies established by the California Department of Human Resources, State Personnel Board laws and rules, procedural manuals and liaison sources. Provides orientation for new employees and informs employees of options on all benefits. Process health, dental, vision, disability, other employee benefits, ensuring the employees receiving appropriate eligibility information, and enrollment forms are accurately completed before mailing to the SCO. Prepares and/or reviews personnel/payroll related materials for accuracy. Documents transactions on the Personnel Action Request (PAR), maintains employee personnel files for an assigned group of employees.

25%

Initiates and keys appropriate documentation for overtime including the processing, calculating and verifying of 7k overtime in BIS for R06 employees. Process all payroll transactions, reconcile employee attendance, cross reference Time and Attendance Report (STD 672) with roster panels, and work with the Senior Personnel Specialist to ensure workers compensation benefits are processed timely; verify pay for assigned group of employee's prior to releasing warrant registers (master payroll, overtime, etc..). Keys employees pay docks and a variety of

	supplemental premium pay (overtime, shift, holiday, meal tickets). The PS updates employees' information using various computer programs.
25%	Audits California Leave Accounting System (CLAS) and verifies leave balances to ensure employees leave record is accurate. Reconciles 998-A's, leave usage with CLAS and BIS, updating usage in CLAS database.
15%	Responds to inquiries from employees and supervisors on personnel related issues. Researches, compiles, types properly prepared reports and special projects as determined by his/her supervisor. Provides statistical information for Personnel reports. Process requests for verification of employment.
5%	Attend In-Service Training - a combination 40 hours In-Service Training/On-the-Job training annually and document on the job training as necessary. Participate in appropriate State Controller and California Department of Human Resources training classes. Performs other duties necessary for the department and/or mandated by the Warden for the operation of the institution.

**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.

**SUPERVISORY RESPONSIBILITIES:** None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:**

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A PS is required to apply State laws and departmental and control agency rules and regulations, and bargaining unit provisions pertaining to a variety of personnel transactions in the areas of personnel record keeping, certification, payroll, and personnel documents processing and related personnel transactions functions. The predominant duties of positions in this class require a thorough and detailed knowledge of appropriate laws, rules, regulations and contract language pertaining to personnel transactions.

**EDUCATION and/or EXPERIENCE:** One year of experience in the California state service performing office duties at a level of responsibility equivalent to an Office Assistant, Range B. Or Two years of office experience. [Academic education above the 12<sup>th</sup> grade may be substituted for one year of the required general experience on the basis of either (a) one year of general education being equivalent to three months of experience; or (b) one year of education of a business nature being equivalent to six months of experience.]

**LANGUAGE SKILLS:** Ability to read and interpret documents such as instruction memoranda and procedure manuals; write routine reports and correspondence; and effectively present information in one-on-one and small group situations to control agencies, employees, and general public.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY:** Ability to think logically, multitask, and apply laws, rules, regulations, and bargaining contract provisions concerning personnel transactions.

**CERTIFICATES, LICENSES, REGISTRATIONS:** None required.

**OTHER SKILLS AND ABILITIES:** Ability to independently interpret and use reference material; give and follow directions; gather data; design and prepare tables, spreadsheets, and charts. Organize and prioritize work to effectively manage work within the constraints of mandated polices and deadlines.

**OTHER QUALIFICATIONS:** Operate a computer keyboard/terminal; establish and maintain cooperative working relations with those contacted during the course of the work; organize and prioritize work; create/draft correspondence; maintain personnel records.

Use effective communication when advising employees of their rights and consulting with supervisors on alternative actions on various transaction situations.

**SPECIAL PERSONAL CHARACTERISTICS:** The PS must be use tact when providing excellent customer service. It is imperative that the PS exercise good judgment, behaves in an honest and ethical manner.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of the on-the-job time spent in physical activities:

**Constantly:** Involves 2/3 or more of workday.

**Frequently:** Involves 1/3 to 2/3 of workday.

**Occasionally:** Involves 1/3 or less of workday.

**N/A:** Activity or condition is not applicable.

**Standing:** Occasionally - stands while utilizing the photocopier, talking with an employee at the personnel counter, or briefly talking with a coworker.

**Walking:** Occasionally - walks to a printer, a coworker's desk, a communal computer terminal, the personnel counter, or various offices to deliver documentation or inquire about an employee's status.

**Sitting:** Constantly - sits at a computer terminal posting information gathered and entered. There is flexibility for movement on a frequent basis to break sitting with standing and walking.

**Lifting:** Occasionally - lifts paperwork, files, and regulation binders weighing from zero to five pounds. Rarely, overhead lifting of approximately ten pounds of archive files will be necessary. Rarely, office supplies weighing ten to twenty pounds will be lifted and moved from one place to another.

**Carrying:** Occasionally - carries the above-noted files and supplies for short distances within the office area.

**Bending/Stooping:** Occasionally - bends or stoops when accessing forms under a counter, or supplies or files on a lower shelf or from a lower drawer. Slight bending at the waist and neck occurs on a frequent basis throughout the day such as needed to bend over the desk to use the calculator, to perform paperwork duties, or file documents.

**Reaching in Front of Body:** Frequently - reaches forward to access a computer terminal, a 10 key, or telephone. They will reach when operating a photocopier and pulling files.

**Reaching Overhead:** Occasionally - reaches overhead to the top shelves of a five-shelf vertical file.

**Pushing/Pulling:** Occasionally - pushes and pulls on desk drawers, binders, and individual files.

**Kneeling/Crouching:** Occasionally - may kneel when accessing information from a bottom drawer or shelf.

**Crawling:** N/A

**Fine Finger Dexterity:** Frequently - utilizes fine-finger dexterity when sorting through paper, inputting information to the computer, operating a 10 key, or utilizing a typewriter to fill out forms. May key data into the computer from 1/2 hour to an entire day, depending on the workload.

**Hand/Wrist Movement:** Frequently to Constantly - utilizes hands and wrists when sorting papers, looking through files, answering telephones, photocopying, entering and retrieving data from the computer, filling out forms on a typewriter, or making handwritten notes.

**Hearing/Speech:** Useful for handling telephone inquires and conversing with coworkers and employees.

**Sight:** Useful for perusing files and accessing computer terminals.

**MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS:** Computer, printer, telephone, vertical filing cabinets, copy machines, 10-key calculator, scanner, shredder, fax machine, and date stamp machine.

**COMMENTS:** Work hours are flexible, with core hours of 0800-1630 - Monday through Friday.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Works indoors in a thermostatically controlled environment, with florescent lighting, and on linoleum covered floors. Exposed to outdoor weather conditions when attending meetings in other areas of the institution and when coming to or leaving the work site.

**Sexual Harassment Policy:**

Sexual Harassment is illegal. All staff is required to conform to applicable laws, rules, codes, policies and procedures regarding Sexual harassment and Equal Employment Opportunity (EEO). References are found in DOM Section 31010.

**Code of Conduct:**

As an employee of the California Department of Corrections and Rehabilitation, we are expected to perform our duties at all time as follows: Demonstrate professionalism, honest, and integrity; accept responsibility for our actions and their consequences; appreciate differences in people, their ideas and opinions; treat fellow employees, inmates and wards, families of inmates and wards, parolees, and the public with dignity and fairness; respect the rights of others and treat others fairly regardless of race, color, national origin, ancestry, gender, religion, marital status, age, disability, medical condition, pregnancy, sexual orientation, veteran status, or political affiliation: comply with all applicable laws and regulations; report misconduct or any unethical or illegal activity and cooperate fully with any investigation.

**Incompatible Activities:**

Per California Code of Regulations, Title 15, Section 3413, Incompatible Activities, subsections (a) (1), (3), (6) and (b), employees are not to engage in activities for profit using State facilities, materials or time.

Information for this job description was obtained by reviewing the California State Personnel Board specification and by observation of the duties as they are currently performed.

**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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