

California Department of Tax and Fee Administration

DUTY STATEMENT

CURRENT
 PROPOSED

SCHEDULE TO BE WORKED/WORKING HOURS		EFFECTIVE DATE	
CIVIL SERVICE CLASSIFICATION Senior Personnel Specialist		WORKING TITLE Senior Personnel Specialist	
DIVISION/OFFICE/UNIT Human Resources Bureau / Personnel Transactions Section		SPECIFIC LOCATION ASSIGNED TO Sacramento Headquarters office	
SEERA DESIGNATION Rank and File	BARGAINING UNIT R01	WORK WEEK GROUP 2	CERTIFICATES REQUIRED None
FINGERPRINTS/BACKGROUND CHECK REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	BILINGUAL POSITION <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	SUPERVISION EXERCISED May act as lead	
INCUMBENT		POSITION NUMBER (Agency-Unit-Class-Serial) 291-331-1317-	
<i>The mission of the California Department of Tax and Fee Administration is to make life better for Californians by fairly and efficiently collecting the revenue that supports our essential public services.</i>			
POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the Staff Services Manager I, the Senior Personnel Specialist (SPS) serves as an expert staff resource responsible for the most difficult and complex personnel and payroll issues for the Personnel Transactions Section. The SPS works in a team environment and acts as a coordinator for a variety of statewide personnel/payroll programs, maintains a complex roster of staff, processes leave of absence and retirement requests, develops and administers training for attendance coordinators and personnel specialists, and acts in a lead role for the personnel specialists. Candidate must be able to perform the following essential job functions with or without reasonable accommodation.			
PERCENTAGE OF TIME SPENT	DUTIES		
20%	ESSENTIAL JOB FUNCTIONS The Senior Personnel Specialist (SPS) provides guidance to Personnel Specialist staff on the more complex or sensitive transaction issues. Provides one-on-one training to new Personnel Specialists including but not limited to appointments, separations, Personnel Section Request (PAR) transactions and processing, payroll processing, dock, time and attendance reporting, salary advance requests, out-of-class pay, regular leave of absences, merit salary/special in-grade salary adjustments, range changes, and processing open enrollment benefit documents. Provides guidance to Personnel Specialists on personnel/payroll processes and procedures in compliance with control agencies' laws, rules, Memorandum of Understandings (MOU's), and departmental policies and procedures. Provides technical expertise to Personnel Specialists on workload issues and directs them to appropriate manuals, regulations, laws, and rules.		
20%	Processes and maintains all requests for leave of absence regarding State Disability Insurance (SDI), Non-Industrial Disability Insurance (NDI), Paid Family Leave (PFL), Pregnancy Disability Leave (PDL), Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), military leave, and regular leave. Researches, interprets, and applies all laws, rules, regulations, policies, procedures, and MOU provisions that pertain to requests for leave of absence. Provides guidance and recommendations to employees to ensure they understand all their available options, benefits, and rights. Processes appropriate documentation for the State Controller's Office (SCO) related to leave requests, and acts as a liaison with the Employment Development Department (EDD) to retrieve and verify disability claim information.		
20%	Processes and maintains all requests for service and disability retirement. Communicates effectively and timely to written and verbal requests from employees regarding retirement questions. Schedules meetings with employees to provide guidance and recommendations to ensure they understand all their available options, benefits, and rights. Processes appropriate documentation for SCO and CalPERS, and acts as a liaison with control agencies to confirm employees are paid timely, and that their request is processed accurately.		

15%	Performs ongoing weekly and monthly audits of personnel transactions including but not limited to auditing employee leave credits entered into California Leave Accounting System (CLAS) to ensure that employees' vacation and annual leave balances are maintained within levels allowed by collective bargaining agreements and state regulations. Utilize Management Information Reporting System (MIRS) reports to perform audits. Provides weekly results of all audits and makes recommendations on methods used to ensure efficient and accurate completion of all work to Personnel Transactions manager and supervisors.
15%	Reconciles and certifies monthly payroll including regular pay, dock, overtime, and special pay. Initiates and establishes salary advances, garnishments, and accounts receivables. Updates employment history for employees' appointments, separations, or miscellaneous changes. Establishes and maintains employee benefits; and maintains and audits employee leave balances. Complies with all recruitment and hiring process appropriate laws, rules, regulations, policies, procedures, and guidelines when authorizing hiring approvals for candidates that apply to vacant positions. Prepares and submits letterhead and memoranda to control agencies and employees regarding a variety of personnel and payroll issues.
5%	Processes stipulated/settlement agreements for all adverse action cases when an employee appeals a departmental action. Reviews the stipulation/settlement in detail to determine the action to be taken, correctly documents the Personnel Action Request (PAR), and submits it to SCO with appropriate paperwork. Acts as a liaison with the Employment Development Department (EDD) in processing unemployment claim information.
<u>MARGINAL JOB FUNCTIONS</u>	
5%	Serves as a custodian for 328 assignments (Report of Employee Separation/Clearance) submitted to the Human Resources Bureau. Determines which assignments are for leaves of absence and retirement, and then routes all other assignments to the appropriate personnel specialist. Perform other job-related duties, including but not limited to, working on special projects as required.

WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED FOR THE JOB (if applicable):

Work Environment:

- High-rise building.
- Standard office environment.

Physical Abilities:

- Requires being in a stationary position, consistent with office work, for extended periods of time.
- Daily use of a personal computer, office equipment, and/or telephone.

Additional Requirements/Expectations:

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I have read this duty statement and fully understand that I must perform the Essential Job Functions of my position with or without reasonable accommodation.

PRINT EMPLOYEE NAME	EMPLOYEE'S SIGNATURE	DATE
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I certify that the above accurately represents the duties of the position and that I have reviewed these duties with the above named employee.

PRINT SUPERVISOR NAME	SUPERVISOR'S SIGNATURE	DATE
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HRB Approval Date: April 5th, 2021

C&P Analyst Initials: GNR