

STATE OF CALIFORNIA
 CALIFORNIA DEPARTMENT OF AGING
DUTY STATEMENT
 CDA 9003 (REV 04/2021)



See CDA 9003-I for Instructions	
1. INCUMBENT Vacant	2. EFFECTIVE DATE (MM/DD/YYYY) TBD
3. DIVISION Division of Administrative Services	4. UNIT NAME Human Resources Bureau
5. CLASSIFICATION Senior Personnel Specialist	6. POSITION NUMBER 797-633-1317-002

7. SUPERVISOR'S STATEMENT: *I CERTIFY THAT THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
----------------------------------	-------------------------------	-------------

8. EMPLOYEE'S STATEMENT: *I HAVE READ THIS DUTY STATEMENT AND AGREE THAT IT ACCURATELY REPRESENTS THE DUTIES I AM ASSIGNED.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
--------------------------------	-----------------------------	-------------

You are a valued member of the department's team. You are expected to work cooperatively with internal and external stakeholders to enable the department to provide the highest level of service possible. Your efforts to treat others fairly, honestly, and with respect are important to everyone who works with you.

<p>9. DESCRIPTION</p> <p>Under the general direction of the Staff Services Manager II (SSM II), Human Resources Bureau, the Senior Personnel Specialist has full responsibility for all personnel/payroll transactions for the California Department of Aging (CDA). The incumbent serves as the expert staff resource responsible for the most difficult and complex duties in a variety of personnel/payroll issues and assignments, including position control, recruitment and selection, special projects, and disability programs for CDA. Incumbent performs at the highest level of independence in compliance with applicable bargaining unit contracts [Memorandum of Understanding (MOU)] language, Department of Human Resources (CalHR), State Personnel Board (SPB) and State Controller's Office (SCO) laws, rules and regulations, as well as departmental policies and procedures. Duties include but not limited to:</p> <p>ESSENTIAL FUNCTIONS:</p> <p>25% - PERSONNEL TRANSACTIONS (APPOINTMENTS, SEPARATIONS AND MISCELLANEOUS): Responsible for a full roster of employees and prepares and processes all personnel, payroll, and employee benefit transactions which includes appointments, separations, and miscellaneous changes to employment history. Performs a full range of the progressively more difficult and sensitive assignments. Advises employees and consults with supervisors and managers regarding personnel/payroll issues and alternative solutions.</p> <p>Reviews appointment documents for completeness; obtains missing documents from employee and/or supervisor. Determines appropriate salary and transactions codes. Identifies required internal and external clearances and obtains all approvals necessary to complete the hiring and appointment process. Prepares</p>
--

and processes various forms such as the Personnel Action Request (PAR - Std. 680) and other hiring documentation, such as Employment Eligibility Verification (Form I-9), Essential Functions Health Questionnaire (Std. 910), Employee Action Request (EAR), benefit forms, etc. to ensure timely and accurate employment history and leave accounting records in the appropriate automated data base systems.

Creates and maintains tickler files for future transactions, employee eligibilities and reports such as upcoming appointments and separations, alternate range changes, probationary and performance reports, merit salary increases, and other critical personnel/payroll matters. Documents and processes miscellaneous changes to employees' employment history as required and necessary.

Receives, responds to and processes requests for employment verification.

25% - PAYROLL:

Processes master and supplemental payrolls; prepares required payroll warrant releases; documents, processes and verifies intermittent and/or retired annuitant payrolls. Completes and processes documents to generate payroll adjustments, overtime pay, pay differentials, special bonuses, salary advances, garnishments, and accounts receivable. Reconciles and certifies monthly payroll. Maintains and files warrant registers and STD. 672 Time and Attendance Reports.

Ensures timely payment of wages for separating employees. Prepares salary advance requests. Prepares revolving fund warrants documentation for accounting, including the disposition of accounts receivable and reconciliation of the accounting monthly report. Receives, documents and processes wage garnishment and court-ordered payroll deductions.

20% - LEAVE AND BENEFIT PROGRAM ADMINISTRATOR:

Serves as the departments Benefits Coordinator and is responsible for processing open enrollment documents for health and dental benefits and answers employee benefit questions. Maintains current and tickler files for health and dental benefits. Processes requests to enroll in, change or cancel employee benefits. Reviews, audits, monitors, and tracks employee benefit documents to ensure applicable changes/updates are completed. Serves as the California Public Employees Retirement System (CalPERS) Coordinator and Security Officer. Inputs updated employee health benefit information into the CalPERS system. Ensures that applicable CalPERS users are authorized to input and access CalPERS. Prepares benefit forms for retiring employees.

Prepares benefit memos to all staff reflecting information from personnel management liaison benefit memos. Prepares benefit packages for employees and facilitates one-on-one meetings with employees. Assists employees with benefit information including health/dental benefits, managerial/supervisory long term disability insurance, Industrial Disability Leave (IDL), Workers' Compensation Temporary Disability (WCTD), Non Industrial Disability Insurance (NDI), State Disability Insurance (SDI), Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), Catastrophic Leave, and other employee benefits.

Prepares and processes personnel and payroll transactions for benefits and pay, in accordance with civil service laws, rules, policies and procedures for all leave of absence and disability cases, including FMLA, SDI, NDI, and workers compensation (IDL/WCTD) cases. Processes all approved on-the-job injury payroll by updating employment history, preparing correspondence of restoration of leave credits, reconciling monthly attendance, restoring leave credits, and preparing payroll workers compensation documents. Maintains organized workers compensation payroll files. Coordinates with Employment Development Department (EDD), State Compensation Insurance Fund (SCIF) and human resources analyst. Respond to subpoenas requesting workers compensation payroll information.



Consults with attendance coordinators on staff time reporting to ensure accurate and timely data is entered into the SCO's leave accounting system (CLAS). Keys leave usage into CLAS. Researches, corrects, and updates employee leave usage and accruals via a monthly review of time reporting documents (LAB report and CDA 232 timesheets) to reconcile monthly attendance for all employees, including the prior input to the CLAS. Resolves time discrepancies.

20% - POSITION CONTROL

Work directly with Budget and Accounting Teams on all aspects of position control; direct contact with SCO for reports and position issues. Maintain, update, and submit to management the monthly filled and vacant report. Complete annual Schedule 8 and ongoing Probable Vacant Position Report reconciliation. Update and maintain the position report files; ensuring all position history is contained. Prepare all Position Change Document (607s); prepare and reconcile the Payroll Header Reports. Review Request for Personnel Action (CDA 8) to verify position (PYs)

Independently evaluates, reviews, and reconcile SCO position roster, monthly periodic position control reports, CDA position roster reports/lists, vacancy reports, and organizational charts to ensure positions are accurate, accounted for and appropriately documented. Ensure appropriate documentation has been completed accurately and timely. Researches and resolves position control errors and issues.

5% - EXPERT RESOURCE AND MISCELLANEOUS:

Serves as a resource person and provides expertise and guidance on payroll, benefit, leave accounting and position control. Prepares correspondence and instruction to employees regarding personnel matters. Reviews control agency publications to determine impact to; the department, internal processes, and procedures; and advises the Personnel Officer and analysts accordingly. Updates manuals on a flow-basis.

Prepares milestone reports as required by Executive Office for employee recognition. Administers 25-year Service Award and Retirement program pursuant to Govt. Code 19849.9.

Maintains employee personnel files, and employment and payroll records. Prepares personnel and payroll documents per court-ordered subpoenas.

Prepares status reports as assigned or upon request.

5% - MARGINAL FUNCTIONS

Answers telephones and provides assistance to callers, office visitors, and other designated Department liaisons. Actively participates in planning and organizing team activities. Completes special projects as assigned.

STATE OF CALIFORNIA
 CALIFORNIA DEPARTMENT OF AGING
DUTY STATEMENT
 CDA 9003 (REV 04/2021)



See CDA 9003-I for Instructions	
1. INCUMBENT Vacant	2. EFFECTIVE DATE (MM/DD/YYYY) TBD
3. DIVISION Division of Administrative Services	4. UNIT NAME Human Resources Bureau
5. CLASSIFICATION Personnel Specialist	6. POSITION NUMBER 797-633-1303-001

7. SUPERVISOR'S STATEMENT: *I CERTIFY THAT THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
---------------------------	------------------------	------

8. EMPLOYEE'S STATEMENT: *I HAVE READ THIS DUTY STATEMENT AND AGREE THAT IT ACCURATELY REPRESENTS THE DUTIES I AM ASSIGNED.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
-------------------------	----------------------	------

You are a valued member of the department's team. You are expected to work cooperatively with internal and external stakeholders to enable the department to provide the highest level of service possible. Your efforts to treat others fairly, honestly, and with respect are important to everyone who works with you.

9. DESCRIPTION
<p>Under the general supervision of the Staff Services Manager II (SSM II), Human Resources Bureau, the Personnel Specialist has full responsibility for all personnel/payroll transactions and disability programs for the California Department of Aging (CDA). The incumbent performs complex and difficult duties in a variety of personnel transactions areas in compliance with applicable bargaining unit contracts [Memorandum of Understanding (MOU)] language, Department of Human Resources (CalHR), State Personnel Board (SPB) and State Controller's Office (SCO) laws, rules and regulations, as well as departmental policies and procedures. Duties include but not limited to:</p> <p>ESSENTIAL FUNCTIONS:</p> <p>25% - PERSONNEL TRANSACTIONS (APPOINTMENTS, SEPARATIONS AND MISCELLANEOUS): Responsible for a full roster of employees and prepares and processes all personnel, payroll, and employee benefit transactions which includes appointments, separations, and miscellaneous changes to employment history. Performs a full range of the progressively more difficult and sensitive assignments. Advises employees and consults with supervisors and managers regarding personnel/payroll issues and alternative solutions. With the assistance of the Personnel Officer resolves complex and sensitive transactions.</p> <p>Reviews appointment documents for completeness; obtains missing documents from employee and/or supervisor. Determines appropriate salary and transactions codes. Identifies required internal and external clearances and obtains all approvals necessary to complete the hiring and appointment process. Prepares and processes various forms such as the Personnel Action Request (PAR - Std. 680) and other hiring documentation, such as Employment Eligibility Verification (Form I-9), Essential Functions Health</p>

STATE OF CALIFORNIA
CALIFORNIA DEPARTMENT OF AGING
DUTY STATEMENT
CDA 9003 (REV 04/2021)



Questionnaire (Std. 910), Employee Action Request (EAR), benefit forms, etc. to ensure timely and accurate employment history and leave accounting records in the appropriate automated data base systems.

Creates and maintains tickler files for future transactions, employee eligibilities and reports such as upcoming appointments and separations, alternate range changes, probationary and performance reports, merit salary increases, and other critical personnel/payroll matters. Documents and processes miscellaneous changes to employees' employment history as required and necessary.

Receives, responds to and processes requests for employment verification.

25% - PAYROLL:

Processes master and supplemental payrolls; prepares required payroll warrant releases; documents, processes and verifies intermittent and/or retired annuitant payrolls. Completes and processes documents to generate payroll adjustments, overtime pay, pay differentials, special bonuses, salary advances, garnishments, and accounts receivable. Reconciles and certifies monthly payroll. Maintains and files warrant registers and STD. 672 Time and Attendance Reports.

Ensures timely payment of wages for separating employees. Prepares salary advance requests. Prepares revolving fund warrants documentation for accounting, including the disposition of accounts receivable and reconciliation of the accounting monthly report. Receives, documents and processes wage garnishment and court-ordered payroll deductions.

25% - LEAVE AND BENEFIT PROGRAM ADMINISTRATOR:

Serves as the departments Benefits Coordinator and is responsible for processing open enrollment documents for health and dental benefits and answers employee benefit questions. Maintains current and tickler files for health and dental benefits. Processes requests to enroll in, change or cancel employee benefits. Reviews, audits, monitors, and tracks employee benefit documents to ensure applicable changes/updates are completed. Serves as the California Public Employees Retirement System (CalPERS) Coordinator and Security Officer. Inputs updated employee health benefit information into the CalPERS system. Ensures that applicable CalPERS users are authorized to input and access CalPERS. Prepares benefit forms for retiring employees.

Prepares benefit memos to all staff reflecting information from personnel management liaison benefit memos. Prepares benefit packages for employees and facilitates one-on-one meetings with employees. Assists employees with benefit information including health/dental benefits, managerial/supervisory long term disability insurance, Industrial Disability Leave (IDL), Workers' Compensation Temporary Disability (WCTD), Non Industrial Disability Insurance (NDI), State Disability Insurance (SDI), Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), Catastrophic Leave, and other employee benefits.

Prepares and processes personnel and payroll transactions for benefits and pay, in accordance with civil service laws, rules, policies and procedures for all leave of absence and disability cases, including FMLA, SDI, NDI, and workers compensation (IDL/WCTD) cases. Processes all approved on-the-job injury payroll by updating employment history, preparing correspondence of restoration of leave credits, reconciling monthly attendance, restoring leave credits, and preparing payroll workers compensation documents. Maintains organized workers compensation payroll files. Coordinates with Employment Development Department (EDD), State Compensation Insurance Fund (SCIF) and human resources analyst. Respond to subpoenas requesting workers compensation payroll information.

Consults with attendance coordinators on staff time reporting to ensure accurate and timely data is entered into the SCO's leave accounting system (CLAS). Keys leave usage into CLAS. Researches, corrects, and

STATE OF CALIFORNIA
CALIFORNIA DEPARTMENT OF AGING
DUTY STATEMENT
CDA 9003 (REV 04/2021)



updates employee leave usage and accruals via a monthly review of time reporting documents (LAB report and CDA 232 timesheets) to reconcile monthly attendance for all employees, including the prior input to the CLAS. Resolves time discrepancies.

20% - RESOURCE AND MISCELLANEOUS:

Reviews control agency publications to determine impact to; the department, internal processes, and procedures; and advises the Personnel Officer and analysts accordingly. Updates manuals on a flow-basis.

Prepares milestone reports as required by Executive Office for employee recognition. Administers 25-year Service Award and Retirement program pursuant to Govt. Code 19849.9.

Maintains employee personnel files, and employment and payroll records. Prepares personnel and payroll documents per court-ordered subpoenas.

Prepares status reports as assigned or upon request.

5% - MARGINAL FUNCTIONS

Answers telephones and provides assistance to callers, office visitors, and other designated Department liaisons. Actively participates in planning and organizing team activities. Completes special projects as assigned.