

**DEPARTMENT OF JUSTICE
DIVISION OF OPERATIONS
OFFICE OF HUMAN RESOURCES
PAYROLL AND BENEFIT SERVICES UNIT**

JOB TITLE: Personnel Specialist

NAME: Vacant

STATEMENT OF DUTIES: Under the general supervision of the Staff Services Manager I, the Personnel Specialist performs increasingly complex and difficult transactions duties in a variety of payroll and benefit services areas.

SUPERVISION RECEIVED: Reports directly to the Staff Services Manager I.

SUPERVISION EXERCISED: None

TYPICAL PHYSICAL DEMANDS: Ability to sit and type at a computer terminal for extended periods of time.

TYPICAL WORKING CONDITIONS: Cubicle office in a high-rise building and smoke-free environment.

ESSENTIAL FUNCTIONS:

- 30%** Processes negative and positive payroll and resolves payroll issues to ensure correct and timely payment of wages in accordance with Gov. Code, § 18003, Personnel Action Manual (PAM), Payroll Procedures Manual (PPM), Memorandum of Understanding (Bargaining Unit Contracts), State Administrative Manual (SAM), Barclays California Code of Regulations, and on-line keying to State Controller's databases. Pay issues would include regular pay, overtime pay, premium pay, special pay, non-industrial disability pay, industrial disability pay, health benefits, adverse actions such as salary decrease, suspension, demotion or dismissal, accounts receivables, and final separation pay.
- 30%** Prepares and processes human resources documentation for hiring of new employees, transfers, and promotions for employees in an assigned reporting unit using the California Department of Human Resources (CalHR) central automated certification system which includes interpreting and applying the laws and rules governing the State of California in accordance with the PAM, Memorandum of Understanding, and the Personnel Management Policy and Procedures Manual (PMPPM).
- 20%** Maintains attendance records for an assigned reporting unit which includes vacation, sick leave, annual leave, catastrophic leave, bereavement leave, jury duty, and other leaves in accordance with the Memorandum of Understanding. Monitors, reconciles, and updates

Personnel Specialist
Duty Statement

the Leave Accounting System (LAS) on an ongoing basis to reflect the correct leave credit usage and balances for full-time, part-time, and intermittent employees for an assigned reporting unit.

- 10%** Processes new enrollments and changes to benefits for employees for an assigned reporting unit which includes health, dental, vision and life insurance documentation in accordance with the Benefits Administration Manual (BAM).
- 05%** Prepares formal letters and memorandums to employees, programs, and control agencies related to approved catastrophic leave requests, accounts receivable notices, etc. for an assigned reporting unit.
- 05%** Attends regularly scheduled meetings with human resources management team.

I have read and understand the essential functions and typical physical demands required of this job and I am able to perform the essential functions with or without reasonable accommodations. (Refer to the Essential Functions Health Questionnaire, STD. 910.)

Employee's Signature Date

Supervisor's Signature Date