

Box reserved for Personnel Section

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| | | RPA Control No.# | C&P Analyst Approval | Date |
| Employee Name | | Division Metropolitan State Hospital | | |
| Position No / Agency-Unit-Class-Serial 487-543-1303- | | Unit Human Resources | | |
| Class Title Personnel Specialist | | Location Transactions Unit | | |
| SUBJECT TO CONFLICT OF INTEREST CODE <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | CBID R01 | WORK WEEK GROUP 2 | PAY DIFFERENTIAL | WORKING HOURS 8:00 AM – 4:30 PM |

The Department of State Hospital's mission is to provide evaluation and treatment in a safe and responsible manner, and seek innovation and excellence in hospital operations, across a continuum of care and settings. You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the department to meet these goals and provide the highest level of service possible. Your efforts to treat others fairly with dignity and respect are important to everyone with whom you work.

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

This is a multi-range level class, spanning entry through advanced journey levels. Incumbents assigned to Range A perform the least difficult transactions duties. Based upon the appropriate alternate range criteria, incumbents advanced to Ranges B, C, and D. Under close supervision at the entry level, and under general supervisions at the journey and advanced levels, and in accordance with established procedures, incumbents are assigned progressively more complex and difficult transactions duties in a variety of personnel transactions for an assigned group of reporting units or classifications. Experienced incumbents in this class may provide functional guidance to lower-level staff.

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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; PERCENTAGE MUST TOTAL 100%. (Use additional sheet if necessary.) |
| 30% | <p><u>ESSENTIAL FUNCTIONS</u></p> <p><u>PERSONNEL DOCUMENTATION:</u></p> <ul style="list-style-type: none"> • Prepare and submit Personnel Action Requests and report of miscellaneous changes; input applicable documents into computer information system. Audit documents for accuracy/completeness prior to filing. Notice of Personnel Action (NOPA's) – prepare, distribute to Programs and Departments. • Responsible for communication, must be able to respond to difficult situations which require research of personnel, payroll, CalHr, CalPers and SPB laws, rules and regulations for solutions and prepare correspondence to explain. • Health and Dental benefits; prepare and submit documents. Ensure completed affidavit is submitted when required and maintain/provide verification of coverage. • Enter/Update information into the Affordable Care Act System as required. • Savings Bonds; Prepare and submit documents. • Deferred Compensation; Prepare and submit documents. |

- Merit Salary Adjustments (MSA's); Prepare, submit and maintain documentation of requests.
- Garnishments/Tax Levies; prepare, submit forms to State Controller's Office, corresponding agency and employee. Maintain audit system of payments.
- Employment verifications; research, prepare, and submit documents as requested by outside agencies.

PAYROLL DOCUMENTATION

30%

- Master and Supplemental – prepare and process payroll documents.
- Certify attendance – verify attendance with 34 and warrant(s) received.
- Warrant release – prepare, notify Accounting of warrant distribution.
- Revolving fund checks (salary advances) – calculate, prepare and clear revolving fund requests.
- Research and prepare adjustment documents for payroll as requested.
- Certify paid overtime, process payroll.
- Certify miscellaneous payments received to miscellaneous documents.
- Research, prepare, and submit documents for Accounts Receivables (overpayments) to employees.
- Review notices of Overpayments to employee for accuracy.
- Research, prepare and submit documentation for transfer of funds where applicable.
- File and maintain payroll documents in systematic order.
- Research, prepare and submit documentation to clear up suspended payment listings.
- Research, prepare and submit documents to clear up payroll irregularity notices.
- Input payroll information into computerized information system.

MAINTENANCE OF RECORDS

20%

- Key leave credit usage/accrual; sick leave, vacation, personal holiday, CTO, etc. each month adhering to cutoff dates on Leave Accounting System (LAS). Monitor and reconcile LAS error messages. Audit LAS records once a year. Prepare report of balances to employees in October of each year. Reconcile difference with employees.
- Maintain TAU expiration dates and actual time worked information on employees leave record.
- Maintain intermittent hours for keeping track of 1500 hours, probationary reports, and merit salary adjustments.
- Probation reports-prepare, distribute form to program/department; document on time cards issuance and receipt of reports; maintain in employee Official Personnel File (OPF).
- Individual Development Plan (IDP) – prepare, distribute forms to program/department; document on time cards issuance and receipt of reports; maintain in employee's OPF.
- Maintain state service credits (seniority points) on employee leave record. When necessary, request verification of state service from State Personnel Board.
- Maintain collective bargaining unit identification on employee leave records. Make changes, notify employee when applicable.
- Review, file various documents in OPF.
- Research, prepare, process various forms not listed above, miscellaneous reports and audits as requested.

MISCELLANEOUS DOCUMENTATION

5%

- Industrial Disability Leave (IDL), Non-Industrial Disability Insurance (NDI), State Disability Insurance (SDI) – communicate/coordinates with Senior Personnel Specialist to ensure proper payment to employee.
- Prepare monthly Activity Report of employee appointments, separations, and miscellaneous changes for submission to Position Control.
- Prepare monthly report of holiday/overtime credits accrued and paid including monies to be paid.

MISCELLANEOUS DUTIES:

10 %

- Provide New Employee Orientation (NEO) as assigned.
- Attend training classes identified by the Personnel Supervisor I and/or Personnel Supervisor II.
- Interpret and explain civil service laws, rules, regulations and procedures to all employees.
- Assist Receptionist Desk in answering telephones by providing customer service to employees and the public sector.
- Assist co-workers (backup) with their assignments when out of the office. This shall include but not be limited to; signing up employees (NEO), reviewing in-coming mail basket, preparation and processing of personnel/payroll documents and assisting employees with general information.
- Maintain of a clean, orderly desk includes but not limited to; proper care of office equipment, following filing procedures when filing 634's and, documents in the OPF, adhering to office system of maintenance of documentation.
- Follow established office procedures.
- You shall not be expected to memorize reference material, but it shall be your duty to become familiar with various manual, procedures, regulations, contract agreements, etc., and utilize such in appropriate situations.
- Other assignments as assigned.

5 %

All other duties and special projects as assigned consistent with this classification.

ADDITIONAL INFORMATION

Maintain a safe work environment by actively promoting routine safety inspections, accident prevention and investigation, and ongoing safety awareness training.

SUPERVISION RECEIVED

Under the general direction of the Personnel Supervisor I/Personnel Supervisor II

SUPERVISION EXERCISED

N/A

Other
Information

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF: Current office methods, procedures, basic math principles, supplies and equipment such as computer terminals and program calculators. Laws, rules, regulations and bargaining contract provisions affecting personnel record keeping, personnel transactions, payroll and certification processes used in State departments.

ABILITY TO: Reason logically, multitask, and apply laws, rules, regulations and bargaining contract provisions concerning personnel transactions; independently interpret and use references material; develop and evaluate alternatives; gather data, design and prepare tables, spreadsheets, and charts; advise employees of their rights; consult with supervisors on alternative actions which they may take in various transaction situations; communicate effectively; give and follow directions, 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. analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the regular course of work.

ADDITIONAL DESIRABLE QUALIFICATIONS

Familiarity with automated systems.

REQUIRED COMPETENCIES

PHYSICAL

The incumbent must possess the necessary physical, mental and cognitive abilities to perform the highly specialized analytical work needed to carry out the essential duties of the position. This includes, but is not limited to working with computer software and hardware, bending, stooping, twisting, walking on irregular surfaces, pushing and pulling up to 25 pounds, lifting and carrying up to 25 pounds, and repetitive fine motor and hand motion.

PHYSICAL ABILITIES REQUIRED

- Prolonged periods of standing, bending, sitting.
- Climb up/down stairs and walk on uneven surfaces.
- Uses a computer keyboard several hours a day.
- Read from computer screens several hours a day.
- Must be able to function rationally, coolly and deliberately under pressure situations in order to reach the best solution.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enables the employee to work effectively.

CPR

Maintains current certification.

RESTRAINT/SECLUSION

Demonstrates knowledge of criteria and appropriate uses, applications, and removal of restraints and/or seclusion tactics for administrative staff.

INTERPERSONAL SKILLS

- Interact successfully in a team environment.
- Communicate successfully in a diverse community.
- Communicate effectively with individuals from varied experiences, perspectives and backgrounds, which may involve some exposure to aggressive clientele or adversarial conditions.
- Deal with individuals with a range of moods and behaviors in a tactful, congenial, personal manner so as not to alienate or antagonize them.

LICENSE OR CERTIFICATION - not applicable

TRAINING - Training Category = Type II General

The employee is required to keep current with the completion of all required training.

THERAPEUTIC STRATEGIC INTERVENTION (TSI)

Supports safe working environment; practices the strategies and intervention that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior. Training provided during new employee orientation.

WORKING CONDITIONS

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients, and the public.
- Comply with hospital policies and procedures.
- The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work.

The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.

The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

Employee's Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor's Signature

Date