



GAVIN NEWSOM
GOVERNOR

STATE OF CALIFORNIA
GOVERNOR'S OFFICE OF BUSINESS AND ECONOMIC DEVELOPMENT (GO-BIZ)

POSITION DUTY STATEMENT

Classification Title Senior Personnel Specialist	Unit Human Resources	Name
Working Title Senior Personnel Specialist Retired Annuitant (RA)	Position Number 373-100-1317-901	Effective Date

GENERAL STATEMENT

Under the direct supervision from the Staff Services Manager II, Human Resources Manager, in the Human Resources Unit, the incumbent serves as the expert staff resource responsible for the most complex duties and independently performs all aspects of personnel transactions for GO-Biz including payroll, benefits, time reporting, disability pay, and position control. The Senior Personnel Specialist is required to have the ability to appropriately apply laws, regulations and bargaining unit contract provisions concerning personnel transactions. Consistent with good customer service practices, the incumbent is expected to be courteous and provide timely responses to internal/external customers and follow through on commitments. Regular and consistent attendance is critical to the successful performance of this position due to the workload and time-sensitive nature of the work.

ESSENTIAL FUNCTIONS

50%	<u>Back-up the Personnel Specialist</u>
	<p>Lead-Person and back up to the Personnel Specialist (PS): Conduct and/or assist in the training of staff in accordance with all laws, rules, and regulations and GO-Biz policies and procedures. Provide assistance to the PS when processing day-to-day PS activities in SCO. Review documentation such as appeals, responses, Personnel Action Requests (PARs), separations, 674's, etc, prior to keying in SCO or submission to control agency for action. Review and interpret various control agency letters and memos such as PML's, Personnel Letters, Pay Letters, Circular Letters, bargaining contract provisions, etc. to recommend a plan of action. Responsible for performing a wide variety of difficult and complex duties within the personnel transactions field including payroll, benefits, time reporting, and disability pay. Duties include, but are not limited to the following:</p> <p>Appropriately apply laws, regulations and bargaining unit contract provisions concerning personnel transactions. Interpret and Apply Civil Service Laws and Rules,</p>

	<p>Department Policies and Memorandums of Understanding (MOU), State Personnel Board, State Controller's, California Department of Human Resources and Retirement System regulations. Research and resolve leave balance discrepancies and payroll problems including dock time, overtime, holiday credit and salary advances. Ensure accounts receivables are cleared and resolved in a timely manner. Compute and request salary advances and lump sum payments; process wage garnishments; request and release payments for overtime, Non-Industrial Disability Insurance (NDI), State Disability Insurance (SDI) supplementation and other miscellaneous payments. Calculate and verify state service. Track leave credit usage for Family and Medical Leave Act (FMLA), Catastrophic Time Bank (CTB), military leave, education leave, etc. to ensure accurate and/or appropriate usage of leave credits. Provide orientation when needed for new employees and inform employees of options on all benefits. Notify separating employees of Consolidated Omnibus Budget Reconciliation Act (COBRA) benefits and process documents in order to continue benefits. Track and process all documentation for non-industrial disability and state disability benefit options from beginning to closure and coordinate with the Employment development Department (EDD) to ensure accurate compensation to employee in accordance with departmental, state and/or federal laws, rules, regulations, policies and/or guidelines. Process 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. Track and process hours worked for part-time employees, student assistants, and retired annuitants to ensure time limits are not exceeded and ensure compliance with applicable departmental, state and/or federal laws, rules, regulations, policies and/or guidelines. Audit, track and key leave time for employees using various systems in accordance with bargaining unit contracts, Personnel Management Liaison Memoranda's (PMLs), laws and regulations.</p>
<p>15%</p>	<p><u>Family Medical Leave Act Coordinator</u></p> <p>Plan, manage, direct, facilitate, and evaluate requests with the assistance of the HR Manager. Learn and expand working knowledge of the Family Medical Leave Act (FMLA) California Family Rights Act (CFRA), Pregnancy Disability Leave (PDL). Review, process and track usage to ensure individual requests are in accordance with state and federal regulations and department policy are completed in a timely manner. Confidentially review medical documents and reports, seek clarification as needed. Generate and update FMLA tracking log. Answer telephone, email, and in-person inquiries regarding FMLA/CFRA/PDL. Determine eligibility for employees requesting FMLA/CFRA/PDL. Issue correspondence including approval/denial letters to employees requesting FMLA/CFRA/PDL leave. Work directly with supervisors and managers to keep them informed on the status of their employee's FMLA/CFRA/PDL cases. Assist program management with proper administration of approved FMLA/CFRA/PDL leave. Coordinate RTW and/or Reasonable Accommodation (RA) solutions with the supervisor, employee, and representative according to substantiated work limitations and/or restrictions, as it relates to the employee's essential and functional job requirements.</p>
<p>10%</p>	<p><u>Recruitment Assistance</u></p> <p>Post job recruitments in ECOS as a back-up. Formats questions and answers for hiring interviews. Schedules interviews and reserves the interview room(s), sends</p>

	confirmation and required forms via email to the selected candidates. Prepares packages for interview panel and interview binder for candidates. Ensures the GO-Biz receptionist receives copies of interview schedules for daily guestlist. Conducts reference checks.
10%	<u>Workers Compensation Coordinator</u> Manage workers compensation (WC) claims from the initial injury to closure. Analyze statistical data and formulate strategy for the containment of medical and disability costs and early intervention related to the medical management of claims. Consult with employee's primary treating physician and medical consultants. Communicate regularly with injured workers, State Compensation Insurance Fund (SCIF) claim adjusters, and rehabilitation counselors regarding issues of benefits, claims management, settlement options and policy. Provide periodic statistical and status reports to management. Update WC administrative policies to reflect Labor Code and WC law changes. Analyze settlement options and develop recommendations for management review for claims settlement authorization at the WC Appeals Board. Develop strategy for WC mandatory settlement conferences and trials. Develop and implement procedures to ensure early return to work (RTW) of injured workers on a case-by-case basis. Work closely with the Personnel Specialist regarding the injured employees pay, benefits, and return to work limitations. Attend meetings with SCIF to review potential accommodations for employees early RTW by identification of limited duty assignments or modified work options, discuss pertinent/problematic cases with claim adjusters, department supervisors/managers.
10%	Disseminate and monitor probationary and annual performance appraisal reports if not received follow-up for completion. Create monthly delinquency report information and review with Human Resources Manager.
5%	Assist Human Resources staff with special projects and reports related to highly confidential personnel matters.

SUPERVISION EXERCISED

None.

SUPERVISION RECEIVED

This position receives direct supervision from the Staff Services Manager II, Human Resources Manager.
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PUBLIC AND INTERNAL CONTACTS

During the course of work, the incumbent has regular contact with, governmental agencies, high-level members of domestic/international business and economic development communities, private citizens and appointed and elected officials. These contacts require a high degree of sensitivity and an awareness of the functions and protocols, and interrelations of various government and private organizations.
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INITIATIVE AND INDEPENDENCE OF ACTION
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The position requires a high degree of creativity and initiative in finding solutions to non-routine problems. It requires proper judgment and accurate assessment of the significance of situations and activities. It requires the accurate setting of priorities, and good time management to ensure completion of work activities within specific periods.
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CONSEQUENCE OF ERROR

Error, poor judgment, and the lack of professionalism could result in the loss of significant economic development and job creation in California.

CERTIFICATION

This duty statement fairly represents actual responsibilities, duties performed and reporting relationship of the position. If any aspect of this statement is substantially changed, a new statement will be prepared and submitted to the Personnel Office.

I have read and understand the duties listed above and can perform them either with or without reasonable accommodation. Reasonable accommodation needs should be discussed with your hiring supervisor. If you are unsure whether you require reasonable accommodation, please inform your supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.

Employee Signature:

_____	_____
Senior Personnel Specialist (RA)	Date

Employee's Printed Name:

_____	_____
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Supervisor's Signature:

_____	_____
Human Resources Manager, Human Resources Unit	Date

Supervisor's Printed Name:

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DESIRABLE EXPERIENCE/QUALIFICATIONS:

- Demonstrates a commitment to performing duties in a service-oriented manner
- Demonstrates a commitment to maintaining a work environment free from discrimination and sexual harassment
- Maintains good work habits and adheres to all policies and procedures
- Attentive to detail
- Ability to analyze situations accurately and take effective action
- Ability to manage multiple tasks and assignments
- Excellent interpersonal skills
- Maintain good attendance, dependability and flexibility
- Ability to work independently in a team setting
- Ability to maintain confidentiality
- Ability to work in close quarters with many staff
- Ability to work in a high energy office with ever changing priorities