

**DUTY STATEMENT
STATE TREASURER'S OFFICE
ADMINISTRATION**

PART A	
Position No: 820-200-1303-XXX	Date:
Classification: Personnel Specialist	Name:
<p>Under the supervision of the Personnel Officer, the Personnel Specialist (PS) is responsible for personnel transactions, payroll, benefits and state and federal leave programs and is required to apply state laws and departmental and control agency rules and regulations, and bargaining unit provisions pertaining to a variety of personnel transactions in the areas of personnel record keeping, certification, payroll, and personnel documents processing and related personnel transactions functions. The predominant duties require a thorough and detailed knowledge of appropriate laws, rules, regulations, and contract language pertaining to personnel transactions. The PS is supervised directly by the Personnel Officer; however, they will receive assignments, training, and instruction from a Senior Personnel Specialist.</p>	
Percentage of time performing duties	ESSENTIAL FUNCTIONS
30%	<p><u>Transactions</u></p> <p>Responsible for the processing and keying of various personnel documents for the department, including other boards, authorities, and commissions (BCA) under its purview.</p> <ul style="list-style-type: none"> • Processes Personnel Action Requests (PAR) and Employee Action Requests (EAR) in the Personnel Information Management System (PIMS) through SCO for appointments, transfers, separations, and miscellaneous transactions per the Personnel Action Manual. • Makes decisions regarding numerous personnel transactions including salary determinations in accordance with various laws/rules/policies and Memorandum of Understanding. • Processes employee dock and a variety of special pays. • Researches, compiles, drafts and submit various reports and correspondence regarding personnel matters. • Verifies all turnaround PAR's and distributes "Notice of Personnel Action" (NOPA) for signature.
25%	<p><u>Payroll</u></p> <ul style="list-style-type: none"> • Keys payroll for positive paid employees and dock for full-time employees into the SCO Payroll Input Process (PIP) System. • Submits appropriate documentation for employee garnishments, payroll adjustments, out-of-class assignments, and accounts receivable per the Payroll Procedures Manual.

	<ul style="list-style-type: none"> • Prepares salary advances for employees who have not received a regular payroll warrant, clears outstanding salary advances, and submits documentation to the Accounting Office. • Answers inquiries from employees and or control agencies regarding personnel/payroll issues. Responds to telephone inquiries and completes both verbal and written employment and eligibility verifications. • Researches and resolves payroll discrepancies. • Completes and maintains proper documents necessary for payroll reconciliation. • Verifies daily the accuracy and issuance of employee payroll via the SCO's View Direct warrant release process.
<p>15%</p>	<p><u>Timekeeping</u></p> <p>Reviews and audits intermittent and full-time employees' timesheets for compliance with laws, rules and bargaining unit contracts regarding leave usage, regular hours worked, overtime, differential, and holiday pay.</p> <ul style="list-style-type: none"> • Updates the California Leave Accounting System (CLAS) to ensure accurate leave balances are maintained and resolves leave accounting discrepancies using the Leave Accounting Balance Report (LAB). • Audits and reviews overtime in accordance with the Fair Labor Standards Act (FLSA) to determine the appropriate salary rate compensation before requesting payment. • Tracks permanent intermittent hours governing Special In-grade Salary Adjustment (SISA), Merit Salary Adjustment (MSA), probationary period, 1500-hour limitation, California Public Employees Retirement System (CalPERS) membership and Health Benefit control periods. • Works with supervisors and intermittent employees to determine projected calendar and fiscal year hours to be worked/budgeted. • Responsible for notifying the supervisor and employee when an employee is near the hour limitations.
<p>15%</p>	<p><u>Benefit and Document Processing</u></p> <ul style="list-style-type: none"> • Process benefit documents including Health, Dental, Vision, Flex-elect, Affordable Care Act (ACA) and Consolidated Omnibus Budget Reconciliation Act (COBRA) and submits to SCO or keys in CalPERS for processing. • Process retirements. • Responsible for tracking and maintaining state and federal leave including Family Medical Leave Act (FMLA, California Family Rights Act (CFRA), Nonindustrial Disability, Family Care Leave, State Disability Leave, Catastrophic Leave, and other leaves of absence.

<p>10%</p>	<p><u>Reporting</u></p> <ul style="list-style-type: none"> • Maintains personnel spreadsheets, tracks, and ensures timely completion of a variety of reports. • Responsible for tracking and obtaining certification from managers for MSAs, range changes, SISA and other salary adjustments. • Assists in quarterly and annual control agency reporting.
<p>Percentage of time performing duties</p>	<p>NON-ESSENTIAL FUNCTIONS</p>
<p>5%</p>	<p>Attends work-related and career development training through the SCO, California Human Resources or CalPERS to gain additional knowledge and skills, and to update current tasks and abilities. May participate as a team member on one or more process improvement teams dealing with personnel and payroll transaction issues. Responds to general calls and emails, attends staff meetings, complies with administrative reporting requirements (e.g., completion of timesheets), participates in required trainings. Provides backup to the Administrative Division receptionist.</p>

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

Activity	Not Required	Less than 25%	25% - 49%	50% - 74%	75% or more
Vision: Reviewing personnel documents; analyzing documents; entering information into Access database; preparing reports.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hearing: Answering telephone; responding to inquiries; providing verbal information; interacting with State agencies, management and co-workers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Speaking: Answering telephone; responding to inquiries; providing verbal information; interacting with State agencies, management and co-workers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Walking: Distributing documents	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting: Sitting at desk and personal computer performing personnel functions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Standing: Xeroxing documents	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Balancing:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Concentrating: Analyzing documents' reviewing personnel reports; preparing correspondence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comprehension: Understanding procedures; questions, and personnel processes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working Independently: Must be able to work independently with little supervision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting up to 10 LBS occasionally: Lifting personnel files	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting up to 20 LBS occasionally and/or 10 LBS frequently:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting up 20-50 LBS occasionally and/or 25-50 frequently:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fingering: Pushing telephone buttons; personnel computers keyboard; adding machines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reaching: Answering phones; retrieving files; distributing documents	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carrying: Retrieving files; distributing documents	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending at waist: Retrieving files; distributing documents	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing or pulling: Retrieving files; distributing documents	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handling: Processing documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Driving:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operating equipment: Personal computer; adding machine; copy machine; telephone; fax.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working indoors: Enclosed office environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working outdoors:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working in confined space: Enclosed office environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**PART B
PROSPECTIVE EMPLOYEE RESPONSE**

Position No: 820-200-1303-XXX	Date:
--------------------------------------	--------------

Classification: Personnel Specialist	Name:
---	--------------

Do you have any physical or mental condition or limitation that will prevent you from performing the essential functions of the position as described above?

	No. I have no physical or mental condition or impairment that would prevent or otherwise impair me from performing the essential functions of the job, as set forth in the job description above.
	No. I do have a physical or mental condition or limitation that will require reasonable accommodation in order for me to be able to perform one or more of the essential functions of the job, as set forth in the job description above.
	Yes. I have a mental or physical condition or limitation that will prevent me from performing one or more of the essential functions of the job, as set forth in the above job description even with reasonable accommodation.
	I am not sure if I have any physical or mental condition or impairment that might prevent or otherwise impair me from performing one or more of the essential functions of the job, as set forth in the above job description.

Note: If you have checked this box, please indicate in the space below the following information:

1. the essential function in question, and
2. the specific functional limitations you have that you believe may prevent or otherwise impair you from performing that essential function.

You may attach additional pages if necessary. A Personnel Office representative will contact you in order to discuss the matter with you in greater detail. If during this conversation it is determined that a reasonable accommodation may be necessary in order for you to perform the essential function(s) of the job, the representative will discuss that option with you.

CERTIFICATION: I certify that I have provided true and complete information concerning my ability to perform the essential functions as it pertains to above job description. (Any misrepresentation or material omission may be cause for dismissal.)

Applicant's Signature	Date Signed
-----------------------	-------------