

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Division of Administrative Services	UNIT 600/Human Resources	POSITION # 880-600-1303-016	DATE August 2022
NAME OF EMPLOYEE (IF APPLICABLE) Vacant			
CURRENT CLASSIFICATION Personnel Specialist		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Brenda Cabelera-Hanson			
CURRENT CLASSIFICATION OF SUPERVISOR Staff Services Manager I		REVIEWED AND APPROVED BY SIGNATURE	
SUPERVISION EXERCISED (IF APPLICABLE)			
1. DIRECTLY SUPERVISED		2. INDIRECTLY SUPERVISED	
NO. OF EMPLOYEES	CLASS TITLE	NO. OF EMPLOYEES	CLASS TITLE
DESCRIPTION OF DUTIES: SUMMARIZE THE REGULARLY ASSIGNED DUTIES OF THE POSITION, EXPLAIN MOST IMPORTANT DUTIES FIRST. LIST THE PORTION OF TIME BY PERCENTAGE IN LEFTHAND COLUMN, EXTRA SHEETS MAY BE ATTACHED.			
% OF TIME	DUTIES		
40%	<p>Under the close supervision of the Staff Services Manager I, and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments. Specific responsibilities include:</p> <p>Interpret and apply State Personnel Board (SPB) and California Department of Human Resources (CalHR) civil service laws and rules; State Water Resources Control Board (SWRCB) policies, and Memorandums of Understanding (MOU); and State Controller's Office (SCO) and Public Employee Retirement System (CalPERS) regulations to process various complex personnel transactions. These transactions include employee appointments, separations, adverse actions, pay increases, pay differentials, and other miscellaneous transactions. Process electronic Requests for Personnel Action (eRPAs) using the Bizflow system in a timely manner separate from the SCO system. Process all retirements, including lump sum deferrals, with current and future year deferrals. Ensure all separation pay is processed and issued timely per Assembly Bill 2410, and Labor Code 211 and 212, and process all retirement benefits.</p>		
25%	<p>Process all monthly master payroll, miscellaneous pay, and pay issued due to adjustments for your assigned roster, ensuring all necessary paperwork is completed by the supervisor and employee. Process dock for employees. Ensure employees are not overpaid and ensure pay is accurate. Process overtime for employees and ensure approvals have been granted and calculations are accurate. Reconcile monthly payroll and certify pay for the previous month in the SCO system. Establish accounts receivables and clear salary advances according to established procedures. Record all employee records on 672 forms. Reconcile monthly payroll and certify pay for the previous month in the SCO system. Respond to questions and inquiries from State agencies, the public, and departmental staff regarding verification of employment, personnel transactions rules, benefits, payroll, and procedures.</p>		

20%	<p>Audit paper and electronic time sheets. Reconcile timesheet and leave discrepancies. Maintain and update leave balances in the SCO Leave Automated System (CLAS) according to appropriate MOU rules regarding accruals, earnings, and leave usage. Notify separating employees of Consolidated Omnibus Budget Reconciliation Act (COBRA) benefits and processing COBRA documents. Conduct salary determinations for hiring managers and communicate findings timely to assist in recruitment process. Establish, track, and reconcile all Accounts Receivables (A/R's), excluding AR's related to health, dental or vision benefits which will be established and monitored by the Benefits Coordinator.</p>
5%	<p>Enter all employees into the Bizflow timesheet system. Remove staff from Bizflow upon separation. Update all new employees into the Employee Master File (EMF) as required by Water Boards Accounting Branch. Update all employee profiles with name, position number, work week group, collective bargaining unit, or time base changes; and remove staff upon separation. Enter all new employees on the AB119 tracking logs to ensure required communications with the Unions is timely and complete.</p>
5%	<p>Maintain official personnel files (OPF) by filing and purging documents daily according to the Record Retention Schedule.</p>
5%	<p>Perform other duties as required.</p>
<p>Employee Signature: _____ Date Signed: _____</p>	