

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Human Resources		EFFECTIVE DATE
BRANCH/SECTION Transactions Unit		CLASS TITLE Personnel Specialist
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		PHYSICAL WORK LOCATION San Francisco
INCUMBENT (if known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-404-1303-006
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 PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.		
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS: Under the direct supervision of the Personnel Supervisor I, the Personnel Specialist performs general personnel and payroll functions for an assigned roster of approximately 250+ employees. Duties include, but are not limited to, processing of payroll and attendance for employees in several bargaining units and excluded employees, performing salary determinations, processing benefits and Request for Personnel Action (RPA).		
% 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. (Use additional sheet if necessary)	
40%	<p><u>ESSENTIAL FUNCTIONS:</u></p> <p><u>Appointments/Separations</u></p> <p>Prepare and input personnel and payroll documents for appointment, separation, and miscellaneous changes, including but not limited to, Personnel Action Request (PAR), changes in time base, merit salary adjustments, alternate range movements, etc. into the State Controller's Office's (SCO) database to update employment history and generate pay on an ongoing basis. Review appointment and separation documents for accuracy and completeness and obtain missing documents from employees for timely and proper processing. Identify required internal and external clearances and obtain all approvals necessary to complete the hiring process. Calculate appropriate salary determinations by applying the appropriate salary rules and applicable pay differentials for all appointment transactions.</p> <p>Request Official Personnel File (OPF) from transferring department for transferring employees; create an OPF for new-to-state service hires and organize OPFs with documents in accordance to established guidelines. Prepare Employee Transfer Data Forms (STD 612), PAR and OPF for transfer employees to other departments.</p> <p>Review and prepare separations documents, determine final compensation, and appropriate benefits for employees leaving state service to ensure timely payment of wages and benefits. Work with Accounting to ensure all clearances are obtained prior to separation following offboarding process. If needed, process lump sum deferral forms accurately and timely and follow established procedures when informed of a deceased employee.</p> <p>Prepare employment verifications using data from SCO's payroll and employment history databases to provide employment or income verification to organizations such as mortgage companies or rental agencies.</p>	
15%	<p><u>Payroll Processes</u></p> <p>Reconciles and releases master payroll, overtime, and other supplemental warrants to ensure timely pay of employees. Establish, process, track, and/or collect accounts receivables to recover overpayments owed to the Department in accordance with state rules. Calculates and processes payroll transactions for salary advances, premium and straight overtime, out-of-class pay, special pay differentials, military, and holiday pay</p>	

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	<p>in accordance with applicable rules to accurately compensate employees. Research and resolve pay discrepancies. Process and tracks wage garnishments pertaining to child support, spousal support, student loans, etc.</p>
<p>15%</p>	<p><u>Benefits Administration</u></p> <p>Provide and respond to employees regarding benefit information for such programs as health, dental, and vision; Flex Elect; retirement; financial services and various insurance. Process enrollments, changes and cancellations timely and in accordance with program rules and regulations. May assist the front desk with the receipt and review of new hire paperwork for new employees to the department on their first day. Ensure Employment Eligibility Verification (Form I-9) is received for every new-to-state and transferring employee and complete accurately per federal requirements. Ensure the Employee Action Request (EAR) is completed in accordance with SCO guidelines for both resident and non-resident aliens. Provide employees with non-industrial disability benefit options such as State Disability Insurance (SDI) and non-industrial disability Insurance (NDI). Track and process all documentation for SDI and NDI cases from beginning to close and coordinate with the Employment Development Department to ensure accurate compensation to employees.</p>
<p>15%</p>	<p><u>Timekeeping and Leave Balances</u></p> <p>Audit and update the Employee Timesheet System (ETS) and the California Leave Accounting System (CLAS) for accurate records, to include but not limited to, review of monthly payroll warrant registers, leave auditing, research and resolution of discrepancies, etc. Record addition, deletion, and/or omission to monthly attendance reports (STD 672) timely and accurately for proper pay. Reconcile leave balance report with timesheets each month to ensure each employee's leave balance information is current and accurate. Work with Division timekeepers, as needed, to ensure proper timekeeping reflecting in ETS system.</p>
<p>10%</p>	<p><u>Customer Service, Technical Authority and Workload Organization</u></p> <p>Interpret and apply various civil service laws and rules, regulations, policies, procedures and bargaining unit contract pertaining to a variety of personnel/payroll matters to ensure consistency, compliance and conformity under the direction of the control agencies. Review and implement directives received from control agencies via Pay Letters, Payroll Letters, Personnel Letters, Circular Letters, etc. Read, implement and maintain various manuals [i.e. Personnel Action Manual (PAM), Payroll Procedures Manual (PPM), Benefits Administration Manual (BAM)] to ensure information is current. Interprets revisions, memorandums, policies and procedures and applies information accordingly.</p> <p>Interact with employees, staff, management, public and other state agencies on an ongoing basis to answer questions, respond to inquiries, gather information, etc. Contact various entities (i.e. control agencies, internal/external organizations, etc.) to obtain information, guidance and/or clarification on various laws, rules, regulations, policies, procedures, etc. utilizing various communication resources (i.e. e-mail, telephone, verbal, written, etc.) as necessary.</p> <p>Prioritize and organize personnel workload to ensure timeframes are met using monthly cutoff calendars, organization, communication skills and suspense systems on an ongoing basis to ensure timely and accurate processing.</p> <p>Responsible for checking, reviewing and responding timely to cases received in the HRD Management Case system. Monitor cases that are assigned or dispatched to queue and ensure cases are closed accordingly to ensure integrity of data in HRD system. Utilize external and internal customer service principles in responding to telephone or in person inquiries.</p>

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5%	<p><u>MARGINAL FUNCTIONS:</u></p> <p>As needed, act as a back-up to other Personnel Specialists. Perform other job-related duties as required.</p> <p><u>KNOWLEDGE AND ABILITIES</u> [<i>From Class Specs</i>]</p> <p>Knowledge of: Current office methods, procedures, equipment, and basic math principles.</p> <p>Ability to: Think logically, multitask, and apply laws, rules, regulations, and bargaining contract provisions concerning personnel transactions; independently interpret and use reference material; give and follow directions; gather data; design and prepare tables, spreadsheets, and charts; advise employees of their rights; consult with supervisors on alternative actions which they may take on various transaction situations; communicate effectively; 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.</p> <p><u>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</u></p> <ul style="list-style-type: none"> • Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc. • Must possess mobility to work in a standard office setting with prolonged periods of sitting. • Ability to read and understand printed materials both hardcopy and through a computer screen. • Ability to lift, carry, push, and pull materials and objects weighing up to 10 pounds. • Repetitive motion to include reaching, turning, kneeling, bending and/or squatting. • Work in an office setting with natural and artificial lighting as well as temperature control. • Occasional travel required and may include evenings, overnight or several days at a time.
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SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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