

DUTY STATEMENT

1. Institution/Division/Office: Central Office/Administration/CALPIA		2. Unit/Industry/Enterprise: Human Resources/Transactions	
3. Classification Title: Personnel Specialist		4. Proposed Incumbent (if known): Vacant (LT)	
5. Current Position Number (Agency-Unit-Class-Serial): 063-043-1303-902		6. Effective Date:	
7. Briefly (1 or 2 sentences) describe the position's organization setting and major functions: Under the general supervision of the Personnel Operations Manager (Staff Services Manager I), and guidance from the Senior Personnel Specialist, the Personnel Specialist (PS) is responsible for interpreting and applying personnel related laws, rules, regulations, policies, and Memorandum of Understanding provisions pertaining to a variety of personnel transactions. The PS is responsible for processing appointments, separations, payroll, and benefits for California Prison Industry Authority (CALPIA) employees and related personnel transactions functions. The PS will share responsibility for personnel/payroll transactions duties for a roster of approximately 275 employees and provided occasional assistance to institution personnel offices with regard to CALPIA field employees. All duties require effective communication and excellent customer service with internal staff, employees, and control agencies. May require travel to the institutions, as necessary.			
8. Work Schedule: Monday – Friday (8:00am-5:00pm)			
9. Percentage (%) of time performing duties:		10. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group related tasks under the same percentage (%) with the highest percentage (%) listed first.	
		ESSENTIAL FUNCTIONS	
30%	Perform payroll related transactions such as salary determinations, appointments, payroll adjustments notices, overtime, special pay, shift differential, etc. Reconcile and certify monthly master payroll using the State Controller's Office (SCO) Master Payroll Certification (MPC) input system to accurately compensate employees. Monitor SCO's Payroll Warrant Register daily to ensure warrants are properly issued and released to employees as well as captured and applied to any salary advances (SAs) and accounts receivables (ARs). Calculate and prepare SAs to issue correct pay, and release warrants and SAs to ensure accurate and timely receipt by the employee. Research and resolve pay issues by establishing, collecting, monitoring, and satisfying ARs and SAs including providing notification to employees. Prepare clear and concise memoranda/letters/emails to employees and appropriate departmental staff to explain actions, request approvals, or request and/or provide information. Process and monitor wage garnishments, providing notice to employees and ensuring disposable income calculations and deduction are in accordance with established laws, rules, and control agency direction. Maintain and file warrant registers; report exceptions to payroll and process; and compute final compensation and benefits for separating employees to ensure timely payment of wages.		
15%	Use SCO's Personnel Information Management System (PIMS) to update employment history of employees such as appointments, separations, retirements, and other miscellaneous changes. Provide information to employees on deferred compensation, voluntary personal leave program, alternate work schedules, and various other benefits or insurances available to departmental employees.		
10%	In accordance with the California Public Employee's Retirement System (CalPERS), California Department of Human Resources (CalHR), and State Personnel Board (SPB) regulations, process enrollments, changes, and cancellations for benefits, such as health, dental, vision, FlexElect, direct deposit, long term disability, retirement, direct pay, Consolidated Omnibus Budget Reconciliation Act (COBRA), and other benefits and insurance. Update employee health benefit status in SCO's Affordable Care Act System (ACAS). Track intermittent hours to ensure timely benefit enrollment or cancellation. Determine and explain benefit eligibility requirements, costs, and submission deadlines to employees.		
10%	Stay abreast, interpret, and maintain a working knowledge of laws, rules, regulations, and bargaining unit contracts. Research, review, implement, and maintain various manuals, memos, pay letters, policies, and procedures in areas affecting personnel transactions, payroll, and record keeping. Respond to internal and external inquiring on changes in policy, procedures, and employee benefits.		
10%	Maintain the California Leave Accounting System (CLAS) by researching, correcting, and updating employee leave usage and earnings via monthly audit of timesheets. Audit state service, reconcile leave balance reports, and complete input and correction documents as needed to ensure each employee's leave record information is current and correct. Maintain leave accounting and hours worked records on part-time and intermittent employees and retired annuitants. Process catastrophic leave requests as received.		
10%	Assist with processing documentation, leave usage, and payroll for Industrial Disability Leave (IDL), Non-Industrial Disability Insurance (NDI), Family Medical Leave Act/California Family Rights Act (FMLA/ CFRA), and State Disability Insurance (SDI).		
5%	Monitor and notify supervisory staff of required merit salary adjustments, special in-grade salary adjustment, and range changes.		
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9. Percentage (%) of time performing duties: <div style="text-align: center; margin-top: 20px;">5%</div> <div style="text-align: center; margin-top: 20px;">5%</div>	10. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group related tasks under the same percentage (%) with the highest percentage (%) listed first. <div style="text-align: center; font-weight: bold; margin-bottom: 10px;">MARGINAL FUNCTIONS</div> <p>Attend training sessions as required and perform other duties related to the class.</p> <p>In accordance with state and departmental retention policies, maintain and file warrant registers, pay requests, attendance forms, and official personnel documents.</p> <div style="text-align: center; font-weight: bold; margin-top: 40px;">ADDITIONAL EXPECTATIONS</div> <p>All Transactions Unit staff will uphold the integrity of the unit by ensuring compliance with all related rules and regulations. Staff will adhere at all times to the utmost confidentiality of all information processed and maintained within the unit.</p>	
11. SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
12. DATE SUPERVISOR PROVIDED EMPLOYEE WITH A COPY OF THE DUTY STATEMENT:		
PRINT EMPLOYEE NAME: Vacant	EMPLOYEE SIGNATURE:	DATE:
PRINT MANAGER/SUPERVISOR NAME: Jessica Lopez	MANAGER/SUPERVISOR SIGNATURE:	DATE:
HR APPROVAL: KS 7/8/25		