

**DEPARTMENT OF JUSTICE  
DIVISION OF OPERATIONS  
OFFICE OF HUMAN RESOURCES  
PAYROLL AND BENEFIT SERVICES UNIT**

**NAME:** Vacant

**JOB TITLE:** Personnel Specialist

**STATEMENT OF DUTIES:** Under the general supervision of the Staff Services Manager I, the Personnel Specialist is responsible for processing payroll documents; resolving payroll issues; and preparing and processing human resource documentation for newly hired employees, separating employees, and employees transferring internally or externally. The Personnel Specialist also maintains attendance records for employees on their roster and prepares formal letters and memorandums to employees and control agencies related to the previously mentioned duties.

**SUPERVISION RECEIVED:** Reports directly to the Staff Services Manager I.

**SUPERVISION EXERCISED:** None

**TYPICAL PHYSICAL DEMANDS:** Ability to sit and type at a computer terminal for extended periods of time.

**TYPICAL WORKING CONDITIONS:** In a remote work environment, home office or similar environment. At the office may work in an enclosed office or cubicle in a high rise building and smoke-free environment on the seventh floor of the 1300 I Street building.

**ESSENTIAL FUNCTIONS:**

- 30%** Processes negative and positive payroll and resolves payroll issues to ensure correct and timely payment of wages in accordance with Gov. Code, § 18003, Personnel Action Manual (PAM), Payroll Procedures Manual, Memorandum of Understanding (MOU) (Bargaining Unit Contracts), State Administrative Manual, Barclays California Code of Regulations, and on-line keying to State Controller's databases. Pay issues could include, but are not limited to, regular pay, overtime pay, premium pay, special pay, and final separation pay.
- 30%** Prepares and processes human resources documentation for newly hired employees, transfers, and promotions for employees in assigned reporting unit(s) using the California Department of Human Resources central automated certification system and requiring interpreting and applying the laws and rules governing the State of California in accordance with the PAM, MOU, and the Personnel Management

Policy and Procedures Manual.

- 20%** Maintains attendance records for assigned reporting unit(s) which includes vacation, sick leave, annual leave, catastrophic leave, bereavement leave, jury duty, and other leaves in accordance with the MOU. Monitors, reconciles, and updates employee leave balances on an ongoing basis to reflect the correct leave credit usage and balances for full-time, part-time, and intermittent employees for assigned reporting unit(s).
- 10%** Maintains Official Personnel Files for employees for assigned reporting unit(s). Answers telephone or written inquiries from employees, managers, other agencies, etc. regarding personnel and payroll related matters.
- 05%** Prepares formal letters and memorandums to employees, programs, and control agencies related to personnel and payroll related functions for assigned reporting unit(s).
- 05%** Attends regularly scheduled meetings with the Payroll and Benefits management team.

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I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

- ☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- ☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- ☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- ☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

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Employee's Signature                      Date

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Supervisor's Signature                      Date