

**STATE OF CALIFORNIA
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
DUTY STATEMENT**

EMPLOYEE NAME	CLASSIFICATION	POSITION NUMBER
Vacant	Senior Personnel Specialist	016-120-1317-XXX
DIVISION	UNIT	EFFECTIVE DATE
Administrative Services	Human Resources	

SUMMARY OF RESPONSIBILITIES

Under general direction of the Human Resources (HR) Office Staff Services Manager (SSM) I, the incumbent serves as an expert staff resource and independently performs varied and complex work related to personnel. The incumbent researches and resolves the most sensitive, difficult, and critical issues related to personnel and payroll transactions and is responsible for ensuring compliance with State Laws, Bargaining Unit (BU) provisions, and departmental rules and regulations. Duties include, but are not limited to:

Description of Essential Functions:

- 40% Process Personnel Action Requests (PAR) for appointments, separations, promotions, retirements, miscellaneous changes, State Disability Insurance (SDI), Nonindustrial Disability Insurance (NDI), Industrial Disability Leave (IDL), merit salary adjustments, alternate range movements, etc. Review and process all employee benefit documents including Health, Dental, and Vision, etc. for enrollments, changes, and cancellations. Compile and process Consolidated Omnibus Budget Reconciliation Act (COBRA) documents for benefits. Process dependent reverifications for Health, Dental, and Vision via the California Public Employees' Retirement System (CalPERS) or the Family Connect Portal. Process payroll documentation through the State Controller's Office (SCO) automated payroll systems, reconcile and release master payroll, overtime, and other supplemental warrants; report exceptions to payroll (such as name changes, dock, separations and etc.); calculate and prepare salary advances; establish accounts receivable for overpayments; process wage garnishments; and prepare documents per court ordered subpoenas and employment verifications. Ensure compliance with State Laws, BU provisions, and departmental rules and regulations.

- 20% Input leave into the California Leave Accounting System (CLAS) on a monthly and as needed basis; audit leave accrual and usage; maintain leave balances; monitor hours worked for permanent intermittent employees, retired annuitants, and student assistants. Maintain the accuracy of the Leave Accounting Balance (LAB) reports.

- 20% Process personnel and payroll documents related to the issuance of disability pay and benefits (including SDI, NDI, IDL) via SCO. Perform complex calculations and conduct research to ensure compliance with State Laws, BU

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provisions, and department rules and regulations. Process updates to CLAS as appropriate. Facilitate Workers' Compensation (WC) claims; ensures accurate and timely submission of claim forms to the State Compensation Insurance Fund (SCIF).

10% Resolve transaction problems arising from employment history and payroll documentation; advise and inform management regarding the interpretation of collective bargaining agreements; develops, revises, and recommends internal procedures to improve efficiency; develop memos, letters, and correspondence; prepare reports, create forms and manuals; assist with developing and presenting training; conduct onboarding sessions with new departmental employees; maintain accurate onboarding records and ensure timely completion of all documentation in accordance with HR protocols and regulatory requirements. Act as a liaison with control agencies and other State of California departments in resolving pay and benefit problems. Assist with personnel-related projects; attend meetings and trainings as needed.

5% Provide technical expertise and utilize various reference sources, including the Payroll Procedures Manual (PPM), Personnel Action Manual (PAM), State Personnel Board (SPB) Laws & Rules, the California Department of Human Resources (CalHR) Regulations, SPB/CalHR Policy Memos, and CalPERS Manuals. Provide technical assistance to employees requesting Catastrophic Leave, Reasonable Accommodation, Family Medical Leave Act, California Family Rights Act, Leave of Absence etc., ensure submission of appropriate documentation and applicable physician verification forms.

Marginal Functions:

5% Perform a variety of administrative tasks, including but not limited to photocopying, filing, and processing incoming mail; conduct Official Personnel Files (OPF) reviews; maintain employee OPFs, perform other job-related duties as required.

Supervision Received:

The Senior Personnel Specialist receives general direction from the Staff Services Manager I.

Supervision Exercised:

None.

Administrative Responsibility:

Adhere to the civil service laws, rules, policies, and procedures pertaining to HR.

Personal Contacts:

The Senior Personnel Specialist has daily contact with department management and employees, control agency representatives, and other state agency personnel.

Actions and Consequences:

Failure to use good judgment in handling sensitive and confidential information could result in sensitive information being released to unauthorized persons and/or incorrect information used to make personnel management decisions.

Performance Expectations:

- Provide customers with effective service by timely responding to e-mails and phone calls within 24 hours of receipt with the exception of emergency issues in which the incumbent will respond as soon as possible.
- Back-up any HR staff member in their absence, as directed by the SSM I (Sup) to ensure continuity of service to CSD employees and the public.
- Treat all assignments personally given to you by the Director, Chief Deputy Director, or the Deputy Director for Administrative Services, as priority.
- Complete assigned tasks accurately and timely.
- Keep supervisor apprised of current work priorities and workload status.
- Organize and coordinate day-to-day work to ensure that all assignments receive appropriate attention and established timelines are met; or anticipate the need to modify established timelines, seek and obtain approval, as appropriate, and follow up with the appropriate action.
- Obtain supervisor's review and approval on assignments that involves any potentially sensitive matters.
- Exercise good judgment in: (a) advising all levels of staff on a variety of HR issues, ensuring that advice is consistent with applicable laws, rules, policies, and procedures, and (b) appropriately refers existing or potential problems or issues to your supervisor.
- Effectively communicate a variety of laws, rules, policies, or procedures in a manner that is understandable and grammatically correct.
- Exercise tact, resourcefulness and good negotiation skills in daily contact with all levels of staff and the public.
- Keep updated and appropriately apply current laws, rules, policies and procedures governing HR related issues.
- Able to gain and maintain the confidence and cooperation of those contacted during the course of work.
- Convey a professional demeanor to all those contact in the course of work and projects in a positive image of technical expertise, trust, helpfulness and fairness.
- Use creative thinking techniques to solve problems and expand viable solutions.
- Be a team player.
- Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems.
- Develop and evaluate alternatives, analyze data and present ideas and

information effectively.

- Maintain at least intermediate to advance skill level on PC software that directly impact assignments and be willing to learn new programs as they are incorporated into office operations.

Characteristics:

- Customer Service – Personifies CSD’s number one objective, which is to provide clear, correct, courteous, complete, concise and competent services to all internal and external customers.
- Leadership – Possesses a natural ability and keen desire to manage projects and mentor and guide staff, as well as internal and external customers. Demonstrates and encourages creativity and proactive problem-solving.
- Credibility and Integrity – Understands internal and external customers and has a true desire to build credibility. Has a personal compass composed of clear principles. Demonstrates the highest professional and legal ethics.
- Teamwork – Cooperates to achieve the Department's mission, vision and goals by leading and actively contributing to intradepartmental project teams.
- Vision – Understands the context and mission of the Department both internal and external. Has the ability to organize for success.
- Accountability – Makes decisions and remains accountable for those decisions.
- Reliability – Understands the importance of meeting timelines and work priorities.
- Staff Development – To best serve both our internal and external customers, CSD’s management team reflects, understands and is sensitive to the diversity of the people we serve.

Job Requirements:

Ability to perform the essential functions of the job, with or without reasonable accommodations including communicate effectively, comprehend, evaluate, and follow written instructions, type and use personal computers.

I have read and understand the duties outlined in this document.

Can you perform the essential functions of the position, with or without reasonable accommodation?

_____ YES

_____ NO

If reasonable accommodation is necessary, please complete a Reasonable Accommodation Request Form from the Human Resource Office, Reasonable Accommodation Coordinator.

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EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE
JOB TITLE

DATE