

**JOB DESCRIPTION AND POSITION CLASSIFICATION**

CLASSIFICATION <b>Personnel Specialist</b>		DWR POSITION NUMBER <b>0750-1303-900</b>	SAP POSITION NUMBER <b>50094408</b>	MCR <b>1</b>
APPOINTEE <b>Vacant</b>		SAP PERSONNEL NO.	DIVISION/SECTION <b>DHR/Personnel Services/Payroll and Benefits</b>	
COLLECTIVE BARGAINING IDENTIFIER				
Management Related BU: <input type="checkbox"/>		Supervisory Related BU: <input type="checkbox"/>	Confidential Related BU: <input checked="" type="checkbox"/>	Rank and File BU: <b>01</b>
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) <b>Rena Davis</b>	SUPERVISOR'S CLASSIFICATION <b>Staff Services Manager I</b>	
APPROVED BY (Personnel Analyst's Name) <b>Lindsay Ransom</b>			DATE <b>09/05/2025</b>	
<i>Percent of Time</i>	<i>Activity</i>			
<b>35%</b>	<p><b>POSITION SUMMARY</b></p> <p>Under supervision of a Personnel Supervisor, performs personnel and payroll work of average difficulty for an assigned roster of DWR employees and is assigned progressively more complex and difficult transactions duties in a variety of personnel transactions areas.</p> <p><b>ESSENTIAL FUNCTIONS</b></p> <p>This position requires the ability to work cooperatively with others; maintain regular, consistent and predictable attendance; exercise good judgment; communicate effectively both orally and in writing when dealing with the public and/or employees. The specific essential duties are:</p> <p><b>Personnel Transactions:</b></p> <p>Process a variety of personnel transactions, i.e., new hires, promotions, transfers, permissive and mandatory reinstatements, retired annuitants, exempt, limited term, emergency, out-of-class, temporary or permanent separations and other miscellaneous transactions affecting employment and payroll history. Complete necessary benefit related documents for separations. Enter, review, and update appointment actions in SAP for completeness and accuracy and generate SAP reports related to these appointment actions. Apply and interpret law, rules, policies and procedures to prepare salary determinations and calculate salary increases; determine appropriate personnel transactions codes. Prepare and submit Personnel Action Requests (PARS) for various types of transactions, enter into the SCO on-line system and review entry for accuracy. Complete Appointment Packages (DWR404's) and forward to files.</p>			
SUPERVISOR'S STATEMENT: <b>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>				
SUPERVISOR'S NAME (Print) <b>Rena Davis</b>		SUPERVISOR'S SIGNATURE ➤		DATE
EMPLOYEE'S STATEMENT: <b>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.</b>				
EMPLOYEE'S NAME (Print) <b>Vacant</b>		EMPLOYEE'S SIGNATURE ➤		DATE

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Vacant			DHR/Personnel Services/Payroll and Benefits		
Percent of Time	Activity				
35%	<p><b>Attendance &amp; Payroll:</b></p> <p>Apply rules and regulations to personnel/payroll transactions; interpret and use reference material; keep abreast of rules, regulations, departmental policies and procedures, and union contract changes related to personnel and payroll functions in order to perform the following in an efficient and effective manner:</p> <p>Reconcile, process, and certify master and supplemental payroll for positive, negative, and biweekly paid employees from SCO and SAP generated reports (dock, hourly, overtime, shift, etc). Calculate dollar amounts for salary advances to employees and submit to Division of Fiscal Services for payment/processing. Prepare and submit required payroll warrant releases for all pay warrants to Fiscal Services.</p> <p>Research and resolve attendance and payroll issues such as late dock, change in attendance hours, underpayments and overpayments. Prepare documents for payroll adjustments and shift differentials and key into the SCO on-line payroll system or submit to SCO for processing.</p> <p>Prepare documentation to recover overpayments by establishing accounts receivables and preparing written notification to employee(s).</p> <p>Receive and prepare necessary documentation to establish wage garnishments, tax levies and child support. Log, monitor, and release monthly payments timely.</p> <p>Assist the SAP Time Management Analyst to research and resolve SAP time discrepancies.</p>				
20%	<p><b>OTHER RESPONSIBILITIES</b></p> <p>Initiate and/or respond to routine telephone and written inquiries from staff throughout the Department, including managers, supervisors, Administrative Officers, employees, and time recorders relating to transaction and payroll problems and attendance keeping.</p> <p>Draft correspondence addressed to employees and/or control agencies regarding routine personnel/payroll issues.</p> <p>Generate monthly SAP reports to audit and ensure accuracy of various leave type balances, intermittent hours, negative overtime, overtime, shift, excess hours, direct deposit, and late dock. Make the necessary corrections and adjustments in accordance with departmental polices and bargaining unit agreements.</p>				

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<i>Percent of Time</i>	<i>Activity</i>			
<b>10%</b>	<p><b>Contact control agencies as necessary to resolve the more routine problems or clarify a policy or procedure. Assist Benefits Specialist Coordinators to process the least complex FMLA, NDI, SDI, Catastrophic Leave, benefits, COBRA, and Performance Management issues. Maintain and update appropriate manuals and filing of personnel and payroll documents. Provide functional guidance to lower-level staff such as reviewing documents and answering routine questions. Perform the least complex special projects as assigned by the Personnel Supervisor I or Payroll and Benefits Manager. Attend various training classes sponsored by DWR or various control agencies.</b></p> <p><b>May act for the Personnel Supervisor.</b></p> <p><b>KNOWLEDGE, SKILLS, ABILITIES</b> Develop and maintain working knowledge and skill related to specific tasks, methodologies, control agency laws and rules, and bargaining unit contracts; develop and maintain knowledge in using SAP HR modules; ability to organize and prioritize assignments; ability to handle multiple assignments in a timely and efficient manner; apply and interpret laws, rules and bargaining unit agreements and use reference manuals and materials issued by the State Personnel Board (SPB), the Department of Human Resources (CalHR), State Controller's Office (SCO), California Public Employees Retirement System (CalPERS), and the Department.</p> <p><b>SPECIAL REQUIREMENTS</b> Overtime may be required. Valid California driver's license as travel may be required to attend meetings, conferences, and training.</p> <p><b>All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination.</b></p> <p><b>The Department of Water Resources (DWR) is committed to its mission and employees, and we are grounded in our commitment to public safety. DWR offers a hybrid workplace model that is designed to support a workforce of both office-centered and remote-centered workers. Regular and consistent attendance - whether office-centered or remote-centered - is essential to the successful performance in this position.</b></p>			