

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Human Resources		EFFECTIVE DATE
BRANCH/SECTION Disability/Leave Unit		CLASS TITLE Senior Personnel Specialist (Sr. PS)
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		PHYSICAL WORK LOCATION Sacramento
INCUMBENT (If known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-404-1317-001
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 general direction of the Disability Medical Management Unit Staff Services Manager I, the Senior Personnel Specialist is responsible for delivering exceptional customer service and ensuring the accurate and timely issuance of disability and workers' compensation payroll along with the processing of transactions in accordance with state and department rules, regulations, laws and processes.		
% 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. <i>(Use additional sheet if necessary)</i>	
40%	<u>ESSENTIAL FUNCTIONS:</u> Administer and process personnel/payroll transactions for State Disability Insurance (SDI), Paid Family Leave (PFL), Non-Industrial Disability Insurance (NDI), NDI-Family Care Leave (NDI-FCL), Industrial Disability Leave (IDL/IDL-S), Temporary Disability (TD/S), and Catastrophic Leave (CAT Leave) and Workers' Compensation ensuring compliance with state and federal laws, policies, and regulations. This includes but is not limited to: • Complete and issue required paperwork and notices to employees for the appropriate wage replacement benefit programs. • Track cases and follow up with Employment Development Department (EDD) and State Compensation Insurance Fund (SCIF) to obtain claim status and ensure timely processing. • Process Payroll Adjustment Notices (STD674/674D/674AR) to maintain benefits and validate issuance of disability pay, supplementation, or transfer of funds. • Accuracy and timely update of employment history in Personnel Management Information System (PIMS) and employee leave balance in Leave Accounting System (LAS). • Maintain confidentiality and ensure accurate filing of medical management documentation, employee records and communications in compliance with applicable laws and policies.	
15%	Establish and maintain Account Receivables (AR) and Salary Advances for the department in accordance with applicable rules, regulations and processes. This may include but not limited to: • Notify employees of AR and Salary Advance. • Maintain AR and Salary Advance logs and clear AR and Salary Advance as appropriate. • Coordinate with Accounting and reconcile any salary advances and AR collections.	
15%	Research and resolve complex personnel, payroll and disability leave matters, and provide guidance to employees, supervisors and managers to meet the needs of the department and its employees. Maintain effective communication with control agencies and department liaisons to ensure issues are addressed quickly and in compliance with rules and regulations. Review and update Employee Timekeeping System (ETS) and California Leave Accounting System (CLAS) to correct timekeeping reporting issues and keep records accurate.	
10%	Support and back up FMLA/ Leave Analyst with providing consultation, determining eligibility, reviewing certification, issuing approval/denial and annual re-certification to maintain high-level of customer service and	

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10%	ensure timelines are met in accordance with applicable process and rules. Assist in tracking FMLA, CFRA and PDL usages to ensure it stays within the required annual hour limits. Train and mentor Personnel Specialists on payroll, personnel processes, disability and worker compensation leave payroll, health, dental, vision, flex elect, Consolidated Benefits (Coben) allowance, forms, timekeeping etc. and instructing them on how to accurately input information into the various systems such as State Controller Office (SCO) and California Public Employees' Retirement System (CalPers). Assist with compiling tools, resources and process and procedures for employees and internal staff to ensure the efficiency of the unit and processes of the department.
5%	Serve as a liaison with the Governor's Office on benefits, leave, and timekeeping for exempt appointments to ensure accurate reporting and compliance with State and departmental requirements. Provide exempt appointees with appropriate resources and information and updates related to personnel, leave and timekeeping. <u>MARGINAL FUNCTIONS:</u>
5%	As needed, act as a back-up to other team members within the Disability Medical Management Unit. Perform other job-related duties as assigned. <u>KNOWLEDGE AND ABILITIES</u> Knowledge of: Current office methods, procedures, equipment, and basic math principles, laws, rules, regulations, and bargaining contract provisions affecting personnel record keeping, personnel transactions, payroll, and certification processes used in State departments. 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; represent the department on intra/interdepartmental teams; coordinate a variety of personnel/payroll transactions; research critical transactions and recommend alternative solutions. <u>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</u> • 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 up to 10 pounds. • 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.
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE	
SUPERVISOR'S NAME (Print) Tommy Duong	SUPERVISOR'S SIGNATURE DATE
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