

**DUTY STATEMENT**

Employee Name:	Position Number: <b>580-120-1317-005</b>
Classification: Senior Personnel Specialist	Tenure/Time Base: Permanent/Full-Time
Working Title: Senior Payroll Specialist	Work Location: 1615 Capitol Avenue, Sacramento CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Human Resources Division	Branch/Section/Unit: Employee Relations and Resource Branch/Payroll and Benefit Services Section/Payroll and Benefit Services Unit B

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

### Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

### Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by serving as a lead and expert staff resource responsible for the most difficult and complex personnel/payroll and benefit issues including, but not limited to, appointments, separations, disability transactions and leave accounting balance audits.

The Senior Personnel Specialist (Sr. PS) will be assigned a pay and benefit roster, which includes appointments, separations, benefits, payroll, disability transactions, and leave accounting. The Sr. PS will also be responsible for researching critical personnel problems and recommending alternative solutions; apply and interpret laws and rules from available reference manuals and other related

revisions issued by the State Personnel Board (SPB), California Department of Human Resources (CalHR), State Controller's Office (SCO), California Public Employees Retirement System (CalPERS), and the CDPH; prepare management reports, spreadsheets, and charts; draft correspondence; and function as a team member on personnel related projects. Additionally, the Sr. PS will have the most difficult and complex transactions involving employee Temporary Leave of Absence (LOA) including, but not limited to, the Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), Non-Industrial Disability Insurance (NDI), Non-Industrial Disability Insurance-Family Care Leave (NDI-FCL), State Disability Insurance (SDI), Paid Family Leave, (PFL), Catastrophic Leave (CL), Reasonable Accommodations (RA), Workers' Compensation (WC), Military Leave (ML), Medical LOA, and Personal LOA.

The incumbent works under the general direction of the Staff Services Manager I (SSM I) of the Payroll and Benefit Services Unit B.

### **Special Requirements**

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☐ Travel:
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

### **Essential Functions (including percentage of time)**

- 20% Processes employment history documentation including, but not limited to, appointments, separations, promotions, retirements, time base changes, Merit Salary Adjustments (MSA), Alternate Range Changes, and other changes generated via a Request for Personnel Action (RPA). Reviews RPAs for completeness and accuracy; processes new hires, promotions, transfers, permissive and mandatory reinstatements, retired annuitants, exempt, limited term, and emergency appointments; determines appropriate salary; enters personnel document information into the SCO employment history database system. Reconciles and releases master payroll, overtime, garnishments, and other supplemental warrants; process payroll documentation through SCO's automated payroll systems; maintains and files warrant registers; reports exceptions to payroll (e.g., name changes, dock, and separations); calculates and prepares salary advances; establishes AR for overpayments; processes wage garnishments and court ordered Chapter XIII proceedings; and prepares documents per court-ordered subpoenas and employment verifications.
- 20% Working closely with the Disability Management Section (DMS) Consultant, processes all personnel and payroll documents related to the issuance of temporary LOA pay and benefits. Performs post-injury restoration of leave credits and updates leave balances via the California Leave Accounting System (CLAS); verifies reported disability absences by reconciling leave attendance documents (form STD 634) against approvals from authorizing agencies; verifies attendance documents for accuracy, calculates and forecasts disability earning based approvals, submits (form 674D) and authorizes release of all disability payroll and prepares salary advances and accounts receivable (AR) when appropriate. Responsible for

FMLA/CFRA, monthly tracking toward the 480 hours cap in a rolling 12-month period and entering FMLA/CFRA used hours into the CLAS. Establishment of approved CAT leave banks. Manages CAT leave bank by preparing a CAT leave bank folder and tracker of donated/used CAT leave bank hours. Updates donors' leave balances.

- 20% Provides employees with benefit information for programs such as health, dental, and vision; Flex Elect; retirement; financial services; and various insurance. Briefs and enrolls new CDPH employees in benefit programs, and process enrollments, changes, and cancellations. Maintain benefits for employees on LOA through the STD 674 process or AR's.
- 20% Monitors and oversees the TEMPO Timekeeping system to ensure all STD 634's are reviewed monthly; and works closely with appropriate staff to communicate these items. Audits sick leave, vacation, annual leave, voluntary personal leave program (VPLP), holiday, Compensating Time Off (CTO), etc., accrual and usage. This includes inputting to the CLAS monthly; maintaining leave balances (e.g., vacation and annual leave, personal and family sick leave, excess hours from alternate work schedules, VPLP, and CTO); and maintaining employees' Official Personnel Files (OPFs).
- 15% Resolves transaction problems arising from employment history and payroll documentation. Researches and interprets resource manuals to ensure compliance to laws, rules, government codes, and policies. Provides technical expertise and interpretation of payroll procedures and utilizes various reference sources, including the Personnel Action Manual (PAM), Payroll Procedures Manual (PPM), SPB Laws & Rules, CalHR Regulations, SPB/CalHR Policy Memos, and CalPERS & CalHR Manuals. Reviews and works any CalHR or SCO changes. Monitors, reviews, and researches all CalPERS correspondence and provides recommendations to Human Resources Division (HRD) management of steps going forward. Attends and participates in monthly Personnel/Payroll Review Committee meetings and shares information obtained at meetings.

### **Marginal Functions (including percentage of time)**

- 5% Performs other work-related duties as required.

☐ I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

**HRD Use Only:**

Approved By: JC

Date: 02/27/25