

**DUTY STATEMENT**

Employee Name:	Position Number: 581-120-4870-901
Classification: Student Assistant	Tenure/Time Base: Temporary/Intermittent
Working Title: Student Assistant – Payroll and Benefits	Work Location: 1615 Capitol Avenue, Sacramento CA 95814
Collective Bargaining Unit: E	Position Eligible for Telework (Yes/No): No
Center/Office/Division: Human Resources Division	Branch/Section/Unit: Employee Relations and Resource Branch/Payroll, Benefits, and Disability Management Section/Payroll and Benefit Services

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.

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**Competencies**


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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 Resources' Job Descriptions webpage](#).

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**Job Summary**


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This position supports CDPH's mission and strategic plan by providing general support to the Payroll and Benefit Services Unit (PBSU), Units A and B.

The Student Assistant performs a range of administrative and technical tasks that contribute to the effective operation of payroll and personnel services. Tasks include, but are not limited to, reviewing and auditing timesheets and leave balances; preparing, organizing, and maintaining Official Personnel Files (OPFs); redacting confidential information; and assisting with the creation and revision of forms and documents. The Student Assistant also supports the development and

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maintenance of tracking systems, logs, and databases for activities such as leave balances, license expirations, and accounts receivable. Additional duties include managing departmental inboxes, routing requests to appropriate staff, and assisting with file purging in accordance with records retention policies.

The incumbent works under close supervision of the Staff Services Manager I (SSM I) of Payroll and Benefit Services Unit.

### **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)**

- 35% Assists in the preparation and maintenance of Official Personnel Files (OPFs), including creation files for appointments, separations, and transfers. Responsibilities include redacting confidential information, accurately filing documents, and ensuring compliance with departmental filing standards. Supports OPF review requests by coordinating both in-person and virtual access, and aids in document retrieval and re-filing. Edits and formats correspondence, memos, and forms to ensure clarity and consistency.
- 35% Develops and maintains tracking tools, including logs, spreadsheets, and databases, to support unit operations. These tools monitor key activities such as employee leave balances, expired professional licenses, and accounts receivable notifications and repayments. Compiles data for internal reports and audits, ensuring data accuracy through regular updates and quality checks. Utilizes Microsoft Excel and other data management tools commonly used in state service.
- 15% Under close supervision, reviews and audits employee timesheets and leave balances for accuracy, completeness, and compliance with departmental policies. Identifies discrepancies and escalates issues to appropriate staff. Purges and archives personnel records in accordance with the department's records retention schedule, ensuring proper documentation and secure disposal of sensitive materials.
- 10% Monitors and manages departmental email inboxes by reviewing incoming messages and routing them to the appropriate Personnel Specialists, Senior Personnel Specialists, PBSU Supervisors and Managers, or other HRD staff. Tracks follow-up actions as needed and supports timely responses to internal and external inquiries.

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

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5% Other work-related duties, as assigned.

☐ 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: Jennifer Cole

Date: 10/03/25