



DUTY STATEMENT

POSITION INFORMATION

Classification Title	Personnel Specialist
Position Number	415-001-1303-001
CB Identifier	R01
Working Title	Personnel Specialist
Division / Unit	Administrative Services / Human Resources
Incumbent Name	Vacant
Working Location	Auburn, CA
Supervisor/Manager	Jennifer Barnes, HR Officer
Tenure/Timebase	Limited Term/ Full-time
Effective Date	
Conflict of Interest Filing (Form 700) required for this position.	No

All employees are expected to work cooperatively with others; maintain regular, consistent, and predictable attendance; and possess integrity, initiative, dependability, and good judgement.

GENERAL DESCRIPTION

The reporting location for the Personnel Specialist (PS) position is at the Sierra Nevada Conservancy (SNC or Department) headquarters office in Auburn. Under close supervision of the HR Manager, the PS is responsible for personnel transactions, payroll, benefits and state and federal leave programs and is required to apply State laws and departmental and control agency rules and regulations, and bargaining unit provisions pertaining to a variety of personnel transactions in the areas of personnel record keeping, certification, payroll, and personnel documents processing and related personnel transactions functions. The predominant duties require a thorough and detailed knowledge of appropriate laws, rules, regulations, and contract language pertaining to personnel transactions.

JOB FUNCTIONS

(E=Essential / M=Marginal Functions)

30% (E) – Transactions

- Responsible for the processing and keying of various personnel documents for the department, including other contracted conservancies.
- Processes Personnel Action Requests (PAR) and Employee Action Requests (EAR) in the Personnel Information Management System (PIMS) through SCO for appointments, transfers, separations, and miscellaneous transactions per the Personnel Action Manual.
- Makes decisions regarding numerous personnel transactions including salary determinations in accordance with various laws/rules/policies and Memoranda of Understanding.
- Processes employee dock and a variety of special pays.



- Researches, compiles, drafts and submit various reports and correspondence regarding personnel matters.
- Verifies all turnaround PAR's and distributes "Notice of Personnel Action" (NOPA) for signature.

25% (E) – Payroll

- Keys payroll for positive paid employees and dock for full-time employees into the SCO Payroll Input Process (PIP) System.
- Submits appropriate documentation for employee garnishments, payroll adjustments, out-of-class assignments, and accounts receivable per the Payroll Procedures Manual.
- Prepares salary advances for employees who have not received a regular payroll warrant, clears outstanding salary advances, and submits documentation to the Accounting Office.
- Answers inquiries from employees and or control agencies regarding personnel/payroll issues. Responds to telephone inquiries and completes both verbal and written employment and eligibility verifications.
- Researches and resolves payroll discrepancies.
- Completes and maintains proper documents necessary for payroll reconciliation.
- Verifies daily the accuracy and issuance of employee payroll via the SCO's View Direct warrant release process.

15% (E) – Timekeeping

Reviews and audits intermittent and full-time employees' timesheets for compliance with laws, rules and bargaining unit contracts regarding leave usage, regular hours worked, overtime, differential, and holiday pay in the Tempo Timekeeping System.

- Updates the California Leave Accounting System (CLAS) to ensure accurate leave balances are maintained and resolves leave accounting discrepancies using the Leave Accounting Balance Report (LAB).
- Audits and reviews overtime in accordance with the Fair Labor Standards Act (FLSA) to determine the appropriate salary rate compensation before requesting payment.
- Tracks permanent intermittent hours governing Special In-grade Salary Adjustment (SISA), Merit Salary Adjustment (MSA), probationary period, 1500-hour limitation, California Public Employees Retirement System (CalPERS) membership and Health Benefit control periods.
- Works with supervisors and intermittent employees to determine projected calendar and fiscal year hours to be worked/budgeted.
- Responsible for notifying the supervisor and employee when an employee is near the hour limitations.

15% (E) – Benefit and Document Processing



- Process benefit documents including Health, Dental, Vision, Flex-elect, and Consolidated Omnibus Budget Reconciliation Act (COBRA) and submits to SCO or keys in CalPERS for processing.
- Process retirements.
- Responsible for tracking and maintaining state and federal leave including Family Medical Leave Act (FMLA, California Family Rights Act (CFRA), Nonindustrial Disability, Family Care Leave, State Disability Leave, Catastrophic Leave, and other leaves of absence.

10% (E) – Reporting

- Maintains personnel spreadsheets, tracks, and ensures timely completion of a variety of reports.
- Responsible for tracking and obtaining certification from managers for MSAs, range changes, SISA and other salary adjustments.
- Tracks and ensures timely completion Probation Reports and annual performance appraisals.
- Assists in quarterly and annual control agency reporting

5% (M) - Miscellaneous Activities

Attends work-related and career development training through the SCO, California Human Resources or CalPERS to gain additional knowledge and skills, and to update current tasks and abilities. May participate as a team member on one or more process improvement teams dealing with personnel and payroll transaction issues. Responds to general calls and emails, attends staff meetings, complies with administrative reporting requirements (e.g., completion of timesheets, travel expense claims, training requests, individual development plans), participates in required trainings.

SUPERVISION RECEIVED

The Personnel Specialist is supervised by the Human Resources Manager (SSM I) but may receive assignments from other members of the Management team.

SUPERVISION EXERCISED

None.

ATTENDANCE

Must maintain regular and acceptable attendance at such level as is determined at SNC's sole discretion. Must be regularly available and willing to work the hours SNC determines are necessary or desirable to meet its business needs. Must travel to SNC field offices, grant sites, Sacramento, and other sites as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES (from Class Specifications)

Knowledge of: Current office methods, procedures, equipment, and basic math principles.



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.

OTHER INFORMATION

Incumbent must possess good communication skills; use good judgment in decision-making; exercise creativity and flexibility in problem identification and resolution; manage time and resources effectively; have the ability to act independently; be open-minded, flexible, tactful; and be responsive to SNC management needs.

WORK ENVIRONMENT

The duties of this position are performed primarily indoors in a modern office environment. The incumbent's workstation is equipped with standard or ergonomic office equipment, as appropriate. Prolonged sitting, use of telephone, personal computer, and copier are required. Travel is required (including driving or riding in a vehicle) and may require incumbent to be outdoors, occasionally walking on uneven terrain and working in inclement weather when required to attend site visits. Incumbent must work well under pressure, meeting multiple and sometimes conflicting deadlines. Occasional lifting, carrying, and/or moving up to 10 pounds may be required.

TELEWORK ELIGIBILITY AND EXPECTATIONS

This position is eligible for telework, unless otherwise noted by duty. Any approved alternate work location and specific working schedule must be documented on the SNC Telework Agreement (STD 200). All telework agreements are developed under and subject to the conditions and criteria established in the SNC Telework Program Policy (HR-02).

EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT

All SNC employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work-related activities, and anytime they represent the Department. Additionally, all SNC employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, and retaliation.

Duties of this position are subject to change and may be revised as needed or required.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodations are necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with Human Resources.)



Employee Printed Name _____

Employee Signature _____

SUPERVISOR ACKNOWLEDGEMENT

I have discussed the duties of this position with and have provided a copy of this duty statement to, the employee named above.

Supervisor Printed Name _____

Supervisor Signature _____