

DUTY STATEMENT

Behavioral Health Services Oversight & Accountability Commission

PART A	
Administrative Services Division	
Position No: 475-570-1317-906	Date: 10/30/2025
Class: Senior Personnel Specialist	Name: VACANT
Subject to Conflict of Interest: Yes	CBID: R01
Description of the position's organizational setting and major function: Under the general supervision of the Staff Services Manager II, the Senior Personnel Specialist Limited Term (LT) performs a variety of personnel transactions including but not limited to payroll, time and attendance reporting, disability, leave management, appointments, separations, and benefits. The incumbent independently processes various complex and sensitive personnel transactions accurately in compliance with applicable bargaining unit contract/Memorandum of Understanding (MOU) language, LCI policies and procedures, and California Department of Human Resources (CalHR), California Public Employees' Retirement System (CalPERS), State Personnel Board (SPB), and State Controller's Office (SCO) laws and rules while meeting management and employee expectations.	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
30%	<u>Appointments, Separations, and Change Documentation:</u> Processes employment history documentation including appointments, separations, promotions, retirements, changes of time base, merit salary adjustments, alternate range movements, 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; and enters personnel document information into the SCO Personnel Information Management System (PIMS).
25%	<u>Payroll Processes:</u> Reconciles and releases master payroll, overtime, and other supplemental warrants; processes payroll documentation through SCO's automated payroll system; maintains and files warrant registers; reports exceptions to payroll (such as name changes, docks, and separations); calculates and prepares salary advances; establishes accounts receivable for overpayments; processes wage garnishments and court ordered Chapter XIII proceedings; and prepares documents per court-ordered subpoenas and employment verifications.
15%	<u>Disability Processes:</u> Process all personnel and payroll documents related to the issuance of disability pay and benefits utilizing the State Controller's Office (SCO) online automated system. Process post-injury restoration of leave credits and update leave balances via the California Leave Accounting System (CLAS); verifies reported disability absences by reconciling leave attendance documents (form STD 634) with approvals from authorizing agencies. Review attendance documents for accuracy and authorize the release of all disability payroll. Calculate and forecast disability earnings based on approved claims and prepare salary advances when appropriate. Prepare and update benefit documents, employment history on Personnel Action Request (PAR) documents, and payroll records to ensure accurate employment history. Independently investigate and resolve critical personnel issues, escalating to management when necessary. Works closely with manager, supervisors and administrative staff to facilitate the approval and establishment of requests for CAT leave banks. Manage CAT leave case records and ensure on-going and

	closed CAT leave banks are accurate. Prepare comprehensive CAT leave bank folder, printing out of leave balances, and maintaining leave cards for effective tracking of donated and used CAT leave bank hours. Update donors leave balances in CLAS system.
15%	<u>Benefits Administration:</u> Handles annual open enrollment and provides information and assistance to employees on State-sponsored benefits including health, dental, vision, flex-elect, COBRA, life insurance, long-term disability, deferred compensation, savings bonds; Complete and process enrollments forms; follow-up and coordinate with control agencies and employees on an ongoing basis to obtain information, answer employee questions, and reconcile any issues and discrepancies that may arise. Act as the back up for new hire orientation and works with the HR Analyst to ensure all paperwork is filled out accurately.
10%	<u>Timekeeping and Leave Balances:</u> Maintain the California Leave Accounting System (CLAS) by updating employee leave usage and earnings via monthly audit of employee timesheets (Std. 634 forms); Process Catastrophic Leave benefits for eligible employees and temporary Leave of Absences; Act as the technical information resource for management and employees; Audits sick leave, vacation, annual leave, Voluntary Personal Leave Program (VPLP), holiday, compensating time off (CTO), accruals and usage.

NON-ESSENTIAL FUNCTIONS	
5%	Other related duties as assigned
OTHER	
Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times. Form 700 required.	

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PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: View computer screen; prepare various forms, memos, reports, letters, and proofread documents.					x
HEARING: Answer telephone; communicate with Administration, department managers, department staff; provide verbal information.					x
SPEAKING: Communicate with staff, residents and the public in person and via telephone; interact in meetings.					x
WALKING: Within the department to various units.			x		
SITTING: Work station; meetings; training.					x
STANDING: Copy documents; review records.		x			
BALANCING:	x				
CONCENTRATING: Review documentation for accuracy; complete forms.					x
COMPREHENSION: Understand content of meetings, trainings and work discussions; facilitate the dynamic of team work.					x
WORKING INDEPENDENTLY: Must be able to apply laws, rules and processes with minimal guidance.					x
LIFTING UP TO 10 LBS:			x		
LIFTING 10-25 LBS:	x				
LIFTING 25-50 LBS:	x				
FINGERING: Push telephone buttons, calculator keys, and computer keyboard.					x
REACHING: Answer telephone; use a mouse; retrieve documents from printer.					x
CARRYING: Transport documents.		x			
CLIMBING: Stairs.	x				
BENDING AT WAIST: Use copier; access low file drawers.			x		
KNEELING: Access low file drawers.		x			
PUSHING OR PULLING: Open and close file drawers.		x			
HANDLING: Sort paperwork; distribute mail.		x			
DRIVING: Special events.	x				
OPERATING EQUIPMENT: Computer, telephone, copier, printer, fax machine.					x
WORKING INDOORS: Enclosed office environment.					x
WORKING OUTDOORS: Special events.		x			
WORKING IN CONFINED SPACE: File, supply, storage rooms, etc.		x			

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation. (If reasonable accommodation may be necessary, discuss any concerns with the Equal Employment Opportunity Office.)

Employee signature _____ Date _____

Supervisor signature _____ Date _____

Human Resources signature _____ Date _____