

# California State Auditor

## Duty Statement



<b>Classification - Working Title:</b>	Manager I – Payroll, Benefits, and Disability Services Manager	
<b>Position Number:</b>	339-100-4969-900	<b>Division:</b> Administration Division – Human Resources
<b>CBID:</b>	E99	<b>Designated Conflict of Interest Position:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Employee Name:</b>	Vacant	
<p><b>Position Description/Duties:</b> Under the general direction of the Human Resources Manager (Manager II), the Payroll, Benefits, and Disability Services Manager (Manager I) plans, organizes, and directs critical and highly visible human resources (HR) functions of the California State Auditor's Office, including payroll, personnel transactions, and benefits administration, as well as assists with managing HR policy development and implementation. The Payroll, Benefits, and Disability Services Manager is also responsible for Medical Management programs (i.e. disability, reasonable accommodations, worker's compensation, health and safety, etc.) for the Office. The incumbent cultivates a positive, engaged, and innovative work environment, and has experience resolving complex issues that do not have clear answers, and acts as a working supervisor when necessary. Specific duties include:</p>		
<b>Job Functions - Essential (E) / Marginal (M) Functions:</b>		
50% E	<p><b><u>Payroll and Benefits Supervision</u></b></p> <ul style="list-style-type: none"> <li>Provides leadership, mentoring, training, and professional development to payroll and benefits services staff.</li> <li>Manages assigned transaction unit's priorities and workload to ensure goals and objectives are met within established deadlines.</li> <li>Audits work to ensure it is processed in adherence to the Payroll Procedures Manual (PPM), Bargaining Unit Contracts, Personnel Action Manual (PAM), State Administrative Manual (SAM), the California Department of Human Resources (CalHR) Manual, and the California Code of Regulations.</li> <li>Oversees various payroll and benefits processes concerning separations, accounts receivables, salary advances, hourly employee pay, Affordable Care Act System (ACAS) reporting, and retroactivity to ensure correct and timely processing of documents.</li> <li>Ensures appropriate records are filed and maintained in the office's employee Official Personnel Files in compliance with departmental records and retention schedules.</li> <li>Reviews and approves employment documentation related to appointments, separations, promotions, retirements, changes to time base, merit salary adjustments, alternate range movement, and other changes generated via the Personnel Action Request (PAR) form; and ensures documents are accurately entered into the SCO PIMS system.</li> <li>Ensures payroll and benefit processes are being followed and reconciled by staff each month and escalates unresolved payroll issues with the SCO when necessary.</li> <li>Audits various transactions-related work including timesheets, leave information on the SCO leave accounting system, and excess leave plan administration to ensure accurate and timely processing.</li> <li>Serves as a subject matter expert on payroll and benefits, including employee appointments, separations, leave accruals and usage, salary determinations, miscellaneous pay calculations, leave of absence, and benefit issues.</li> </ul>	
30% E	<p><b><u>Medical Management Supervision</u></b></p> <ul style="list-style-type: none"> <li>Provides leadership, mentoring, training, and professional development to medical management staff.</li> <li>Manages priorities and workload to ensure goals and objectives are met within established deadlines and legal requirements.</li> <li>Ensures the Office is following and administering the Family Medical Leave Act, California Family Rights Act, Pregnancy Disability Leave Act, Non-Industrial Disability (NDI), and related programs.</li> </ul>	

	<p>Reviews and audits complex transaction documents to manage an accurate and effective NDI program. In complex cases, consults with employees regarding leave entitlements and available benefits.</p> <ul style="list-style-type: none"> <li>• Ensures the office is following and administering an interactive reasonable accommodation process. In a back-up capacity, uses tact and diplomacy when meeting with employees and supervisors to assist in determining potential reasonable accommodation solutions for persons who request accommodations; and works with other administration division units to procure any needed equipment.</li> <li>• Collaborates with management and HR staff on employee cases where there is a nexus between disability and/or reasonable accommodation requests and performance management concerns.</li> <li>• Oversees safety policies, programs, and procedures; manages the ergonomic evaluation program, coordinates with Business Services and Training units to ensure availability of appropriate office-wide coverage of employees with current first aid, CPR, and AED health and safety certifications; ensures emergency preparedness manuals and evacuation maps are current; and administers the Injury and Illness Prevention Program.</li> </ul>
20% E	<p><b><u>Other Administrative Duties</u></b></p> <ul style="list-style-type: none"> <li>• Establishes performance expectations for all staff and evaluates their performance.</li> <li>• Provides regular and timely written performance appraisals to staff. Counsels staff and initiates disciplinary actions as necessary.</li> <li>• Develops staff work plans, monitors and evaluates progress, and ensures key milestones are met and on schedule.</li> <li>• Recruits, hires, trains, develops, and provides leadership to staff within the payroll, benefits, and medical management units.</li> <li>• Represents the office in meetings with external stakeholders such as the State Personnel Board (SPB), State Controller's Office (SCO), and California Department of Human Resources (CalHR).</li> <li>• Oversees the establishment of procedures to improve HR processes and delivery of services. Continually identifies and implements process and workflow improvements.</li> <li>• Ensures effective and accurate implementation of office personnel policies and procedures for administration of employee benefits, payroll processing, medical management, and other HR-related issues. Remains current on FMLA, CFRA, PDL, reasonable accommodations, return-to-work, workers compensation, and health &amp; safety laws, regulations, and policies.</li> <li>• Monitors and assesses the impact of regulatory, statutory, or office policy changes and makes recommendations for compliance, and determines viable alternative methods for problem resolution when necessary.</li> <li>• Collaborates and consults with management in the preparation of reports and/or responses to audits for SPB, other control agencies and/or internal audit authorities as required.</li> <li>• Reviews, develops, implements, and maintains personnel management and administrative policies and procedures, ensuring compliance with control agency mandates when applicable, applicable federal and state statutes and regulations. Provides policy recommendations to and consults with management on sensitive and complex issues relating to revising, adhering to, and enforcing policies.</li> </ul>
<b>Supervision Received:</b>	Reports directly to and receives the majority of assignments from the HR Manager (Manager II) and can also receive direction from the Deputy of Administration.
<b>Supervision Exercised:</b>	Provides primary supervision to an Analyst IV, Analyst I, and Senior Personnel/Personnel Specialists.
<b>Special Requirements:</b>	None

<b>Working Conditions:</b>	<ul style="list-style-type: none"> <li>• This position is eligible for participation in the office's hybrid telework program. Work at the alternate work location must be in California and conducted in a space that is ergonomically sound, private, distraction-free, and has safe working conditions to be eligible to telework.</li> <li>• Work performed in the office is in an air-conditioned high-rise building with elevator access and both natural and artificial lighting.</li> <li>• Work may require sitting for an extended period of time using a personal computer and the use of standard office equipment, such as phones, copiers or scanners.</li> <li>• Work may require periodic non-standard work hours and work during weekends to meet workload needs and demands.</li> </ul>
<b>Position DS REV Date:</b>	1/9/26

### **SIGNATURES**

I have discussed the duties of the position with the employee.

\_\_\_\_\_  
Supervisor's signature

\_\_\_\_\_  
Date

By signing this document, I acknowledge that I have received, read, and understand the duties listed in the duty statement above and I can perform these duties with or without a reasonable accommodation. I understand that the duty statement is not considered an all-inclusive list of working requirements and that I may perform other duties as assigned within my classification. Duties of this position are subject to change and may be revised as needed or required.

\_\_\_\_\_  
Incumbent's signature

\_\_\_\_\_  
Date

Note: If a reasonable accommodation is necessary or you are unsure, please contact [Human Resources](#) to begin the interactive process.