



State of California
California Environmental Protection Agency
Office of Environmental Health Hazard Assessment

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: HRB-003 FY 2024-25	Classification Title: Senior Personnel Specialist	Position Number: 811-121-1317-001
Incumbent Name:	Working Title: Senior Personnel Specialist	Effective Date:
Tenure: Permanent	Time Base: Full Time	Intermittent Hours Per Month: N/A
Division/Office: Administrative Services Division	Section/Unit: Human Resources Branch	Reporting Location: Sacramento
Supervisor's Name: Cassandra Willis	Supervisor's Classification: Supervisor II	CBID: S01
Confidential Designation: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Designated Position for Conflict of Interest: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Position Telework Eligible: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Supervision Exercised: <input checked="" type="checkbox"/> None <input type="checkbox"/> Lead <input type="checkbox"/> Managerial <input type="checkbox"/> Supervisory		

Human Resources Use Only

HR Analyst Approval:

Date:

General Statement

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) 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 department policies and procedures regarding attendance, leave, and conduct.

Under delegation from the California Department of Human Resources (CalHR) and the State Personnel Board (SPB), the Human Resources Branch is responsible for the classification and pay, progressive discipline, recruitment and selection, personnel transactions, worker's compensation, labor relations, equal employment opportunity and reasonable accommodation.



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Office Of Environmental Health Hazard Assessment

Incumbent:
Classification: Senior Personnel Specialist
Position Number: 811-121-1317-001

Under general direction of the Supervisor II, the Senior Personnel Specialist performs specialized and critical personnel and payroll functions for the Office of Environmental Health Hazard Assessment (OEHHA). The incumbent is at the expert-journey level and is responsible for thorough and detailed problem solving in the following duties and other related work.

Essential Functions (Including percentage of time)

20%	Prepares and submits Personnel Action Requests (PAR) for appointments, separations, non-industrial disability/state disability insurance, work-related injury, miscellaneous changes, etc., via computer connected to the State Controller's Office (SCO). Determines appropriate personnel transaction codes and salary rates for employee's employment history when preparing PAR documents to key to the SCO system. Works directly with departmental liaisons, attendance clerks, employees, etc., to resolve issues/concerns regarding employee pay, employee attendance and employee benefits. Process documents for changes to employee tax withholding information, insurance deductions, merit salary adjustments, and all documents dealing with the transactions and payroll of employees. Reviews bargaining unit contracts to ensure articles are applied correctly to employees' benefits, payroll, and attendance.
20%	Audits employee leave usage (sick leave, vacation, annual leave, Personal Leave Program, holiday, compensating time off (CTO), etc.) accrual and usage monthly. This involves transmittal of leave usage from the departmental leave system to the California Leave Audit System (CLAS); maintaining leave balances (vacation, annual leave, personal and family sick leave, excess hours, CTO, personal leave, etc.).
15%	Works with the Employment Development Department regarding Non-Industrial Disability/State Disability Insurance (NDI/SDI) claims and the State Compensation Insurance Fund regarding worker's compensation claims. Audits documents and forwards all State Compensation Insurance Form (SCIF) 3067 and 3301 forms to appropriate SCIF offices and region office. Tracks employee injuries/illnesses from approval date to return to work date. Obtains necessary doctor releases from injured employees and keeps their supervisor apprised. Assists employees with completion of NDI and IDL forms and with questions concerning worker's compensation, Non-Industrial Disability and/or SDI.
15%	Reconcile and release master payroll, overtime, and other supplemental warrants; process payroll documentation through SCO's automated payroll systems; maintain and files warrant registers; report exceptions to payroll (e.g., docks, separations, etc.); calculate and prepare salary advances; establish accounts receivable for overpayments; process wage garnishments and prepare documents per court-ordered subpoenas and employment verifications.
10%	Checks for accuracy all benefit forms submitted by employees prior to uploading to SCO HR Connect. Upload additional payroll related documents to SCO HR Connect system. Keys various health benefit transactions to myCalPERS health benefits system. Audits myCalPERS health benefits system for self-serve employee transactions.
10%	Maintains a tickler file for alternate range changes, performance reports and other critical personnel/payroll matters. Maintains departmental employee Official Personnel Files.



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Incumbent:
Classification: Senior Personnel Specialist
Position Number: 811-121-1317-001

Marginal Functions (Including percentage of time)	
5%	Answers calls and aids office visitors. Prepares various personnel/payroll related reports upon request. Processes verifications of employment for departmental employees as needed.
5%	Attend Racial Equity and Environmental Justice (REEJ)-related trainings and activities. Participate in workgroups to support REEJ practices.
Typical Physical Conditions/Demands	
The job requires extensive use of a personal computer and the ability to sit/stand at desk, and type on a keyboard for extended periods of time. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents.	
Typical Working Conditions	
OEHHA has a hybrid work environment that includes work in an office setting in a high-rise building and telework at home. Office work is done in a high-rise building in the Sacramento office. Use of office equipment requires repetitive motion. Meetings and teleconferences sometimes occur off-site. May be required to travel to other OEHHA locations for business related needs as necessary.	
Special Requirements of Position (Check all that apply)	
<input type="checkbox"/> Duties performed may require pre-employment and/ or routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.). <input type="checkbox"/> Duties require participation in the DMV Pull Notice Program. <input type="checkbox"/> Performs other duties requiring high physical demand. (Explain below) <input type="checkbox"/> Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles. <input type="checkbox"/> Other (Explain below)	

Explanation:



State of California
California Environmental Protection Agency
Office Of Environmental Health Hazard Assessment

Incumbent:
Classification: Personnel Specialist
Position Number: 811-121-1303-XXX

Supervisor Statement

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

Supervisor Name

Supervisor Signature

Date

Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

**A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Do you need a reasonable accommodation to perform the essential functions of this position?

☐ YES

☐ NO

Employee Name

Employee Signature

Date



State of California
California Environmental Protection Agency
Office Of Environmental Health Hazard Assessment

Incumbent: Vacant
Classification: Personnel Specialist
Position Number: 811-121-1303-XXX

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number:	Classification Title: Personnel Specialist	Position Number: 811-121-1303-XXX
Incumbent Name: Vacant	Working Title: Personnel Specialist	Effective Date:
Tenure: Permanent	Time Base: Full Time	Intermittent Hours Per Month: N/A
Division/Office: Administrative Services Division	Section/Unit: Human Resources Branch	Reporting Location: Sacramento
Supervisor's Name: Cassandra Willis	Supervisor's Classification: Supervisor II	CBID: R01
Confidential Designation: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Designated Position for Conflict of Interest: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Position Telework Eligible: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Supervision Exercised: <input checked="" type="checkbox"/> None <input type="checkbox"/> Lead <input type="checkbox"/> Managerial <input type="checkbox"/> Supervisory		

Human Resources Use Only	
HR Analyst Approval:	Date:
General Statement	
This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) 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 department policies and procedures regarding attendance, leave, and conduct.	
Position Description	
Under delegation from the California Department of Human Resources (CalHR) and the State Personnel Board (SPB), the Human Resources Branch (HRB) is responsible for the classification and compensation, progressive discipline, recruitment and selection, personnel transactions, worker's compensation, labor relations, equal	



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Incumbent: Vacant
Classification: Personnel Specialist
Position Number: 811-121-1303-XXX

employment opportunity and reasonable accommodation functions.

Under close supervision of the Supervisor II, the Personnel Specialist performs specialized and critical personnel and payroll functions for the Office of Environmental Health Hazard Assessment (OEHHA). The incumbent is at the entry level and is responsible for thorough and detailed problem solving in the following duties and other related work.

Essential Functions (Including percentage of time)

20%	Prepares and submits Personnel Action Requests (PAR) for appointments, separations, non-industrial disability, work injury, miscellaneous changes, etc., via computer connected to the State Controller's Office (SCO). Works directly with division/branch liaisons, attendance clerks, employees, etc., to resolve issues/concerns regarding employee pay, employee attendance and employee benefits. Works with Employment Development Department regarding Non-Industrial Disability/State Disability Insurance (NDI/SDI) claims and the State Compensation Insurance Fund regarding Industrial Disability Leave (IDL) and Enhanced Industrial Disability Leave (EIDL) claims. Determines appropriate personnel transaction codes and salary rates for employee's employment history when preparing PAR documents to key to the SCO system. Checks for accuracy all benefit forms submitted by employees prior to keying to the CalPERS online system and/or directly submitted to the SCO. Process documents for changes to employee tax withholding information, insurance deductions, merit salary adjustments, and all documents dealing with the transactions and payroll of employees. Reviews bargaining unit contracts to ensure employees receive appropriate benefits.
20%	Audits employee leave usage (sick leave, vacation, annual leave, Personal Leave Program, holiday, compensating time off (CTO), etc.) accrual and usage monthly. This involves transmittal of leave usage from the departmental leave system to the California Leave Audit System (CLAS); maintaining leave balances (vacation, annual leave, personal and family sick leave, excess hours, CTO, personal leave, etc.).
15%	Works with the Employment Development Department regarding Non-Industrial Disability/State Disability Insurance (NDI/SDI) claims and the State Compensation Insurance Fund regarding worker's compensation claims. Audits documents and forwards all State Compensation Insurance Form (SCIF) 3067 and 3301 forms to appropriate SCIF offices and region office. Tracks employee injuries/illnesses from approval date to return to work date. Obtains necessary doctor releases from injured employees and keeps their supervisor apprised. Assists employees with completion of NDI and IDL forms and with questions concerning worker's compensation, Non-Industrial Disability and/or SDI.
15%	Reconcile and release master payroll, overtime, and other supplemental warrants; process payroll documentation through SCO's automated payroll systems; maintain and files warrant registers; report exceptions to payroll (e.g., docks, separations, etc.); calculate and prepare salary advances; establish accounts receivable for overpayments; process wage garnishments and prepare documents per court-ordered subpoenas and employment verifications.
10%	Audits employee leave usage and accrual, including the input to the California Leave Accounting System on a monthly basis. Reconciles leave discrepancies as necessary.
10%	Maintains a tickler file for health and dental benefits, employee alternate range changes,



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	performance reports and other critical personnel/payroll matters. Maintains departmental employee Official Personnel Files.
Marginal Functions (Including percentage of time)	
5%	Answers calls and aids office visitors. Prepares various personnel/payroll related reports upon request. Processes verifications of employment for departmental employees as needed.
5%	Attend Racial Equity and Environmental Justice (REEJ)-related trainings and activities. Participate in workgroups to support REEJ practices.
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Special Requirements of Position (Check all that apply)	
<input type="checkbox"/> Duties performed may require pre-employment and/ or routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.). <input type="checkbox"/> Duties require participation in the DMV Pull Notice Program. <input type="checkbox"/> Performs other duties requiring high physical demand. (Explain below) <input type="checkbox"/> Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles. <input type="checkbox"/> Other (Explain below)	

Explanation:



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Date

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Do you need a reasonable accommodation to perform the essential functions of this position?

☐ YES

☐ NO

Employee Name

Employee Signature

Date