



Classification: Personnel Specialist
 Position Number: 880-600-1303-022

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 23-600-XXX	Classification Title: Personnel Specialist	Position Number: 880-600-1303-022
Incumbent Name: Vacant	Working Title: Personnel Specialist	Effective Date: TBD
Tenure: Permanent	Time Base: Full Time	CBID: R01
Division/Office: Division of Administrative Services		Section/Unit: Human Resources Branch/Payroll and Benefits
Supervisor's Name: Sarah Gomez		Supervisor's Classification: Staff Services Manager I

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement
Under the close supervision of a Staff Services Manager I and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments.
Position Description
The Personnel Specialist is responsible for accurately performing tasks associated with appointments, separations, payroll, leave accounting, and benefits, and providing timely and conscientious customer service for State Water Resources Control Board employees in compliance with California labor laws, bargaining unit contracts, departmental policies and procedures, control agency directives, and management expectations.
Essential Functions (Including percentage of time):



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40%	Interpret and apply State Personnel Board (SPB) and California Department of Human Resources (CalHR) civil service laws and rules; State Water Resources Control Board (SWRCB) policies, and Memorandums of Understanding (MOU); and State Controller's Office (SCO) and Public Employee Retirement System (CalPERS) regulations to process various complex personnel transactions, including employee appointments, separations, adverse actions, pay increases, pay differentials, and other miscellaneous transactions. Process electronic Requests for Personnel Action (eRPAs) using the Bizflow system in a timely manner. Prepare and key all transactions, appointments, and separations into the SCO system. Process all retirements, including lump sum deferrals, with current and future year deferrals. Ensure all separation pay is processed and issued timely per Assembly Bill 2410, and Labor Code 211 and 212, and process all retirement benefits.
25%	Process all monthly master payroll, miscellaneous pay, and pay issued due to adjustments for assigned roster, ensuring all necessary paperwork is completed by the supervisor and employee. Process dock for employees. Ensure employees are not overpaid and ensure pay is accurate. Process overtime for employees and ensure approvals have been granted and calculations are accurate. Reconcile monthly payroll and certify pay for the previous month in the SCO system. Establish accounts receivables and clear salary advances according to established procedures. Record all employee records on 672 forms. Respond to questions and inquiries from State agencies, the public, and departmental staff regarding verification of employment, personnel transactions, leave accounting, rules, benefits, payroll, and procedures.
20%	Audit paper and electronic time sheets. Reconcile timesheet and leave discrepancies. Maintain and update leave balances in the SCO Leave Automated System (CLAS) according to appropriate MOU rules regarding accruals, earnings, and leave usage. Notify separating employees of Consolidated Omnibus Budget Reconciliation Act (COBRA) benefits and process COBRA documents. Conduct salary determinations for hiring managers and communicate findings timely to assist in recruitment process. Establish, track, collect, and reconcile all Accounts Receivables (A/R's).
5%	Enter all employees into the Bizflow timesheet system. Remove staff from Bizflow upon separation. Update all new employees into the Employee Master File (EMF) as required by Water Boards Accounting Branch. Update all employee profiles with name, position number, work week group, collective bargaining unit, or time base changes; and remove staff upon separation. Enter all new employees on the AB119 tracking logs to ensure required communications with the Unions is timely and complete.
Marginal Functions (Including percentage of time):	
5%	Maintain official personnel files (OPF) by filing and purging documents daily according to the Record Retention Schedule.
5%	Perform other duties as required.



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Typical Physical Conditions/Demands:

Extensive use of a personal computer and the ability to sit/stand at desk or workstation, utilize and communicate by phone, business messaging (such as Microsoft Teams), or email, and type on a keyboard for extended periods of time. Ability to lift and move files, office supplies, and packages; bend and reach above shoulders to retrieve files and/or documents. Ability to function in a cubicle-style office setting.

Typical Working Conditions:

Incumbent works on the 18th floor of a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment.



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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