



DUTY STATEMENT

EMPLOYEE Vacant		RPA # / JOB CONTROL # 26-074 / 513233	
POSITION NUMBER 040-450-1317-002	CLASSIFICATION Senior Personnel Specialist	WORKING TITLE Senior Personnel Specialist	
DIVISION Administration	SECTION/UNIT Human Resources Unit	CBID R01	WWG 2
WORK DAYS Monday-Friday	WORK HOURS Supervisor Discretion	TENURE Permanent	TIME BASE Full-time

CONFLICT OF INTEREST CLASSIFICATION

This position is designated under the Conflict-of-Interest Code and is responsible for making, or participating in the making, of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete a Form 700 within 30 days of appointment. Failure to comply with the Conflict-of-Interest Code requirements may void the appointment.

Conflict of Interest Classification? Yes No

DEPARTMENT OVERVIEW

The California Victim Compensation Board (CalVCB) is a state program dedicated to provide financial assistance to victims of crime and help them restore their lives. At CalVCB, we work to reduce the impact of crime on victims' lives. We reimburse crime-related expenses, connect victims with services and support, and do all we can to inform and empower victims.

Our Mission: CalVCB is a trusted partner in providing restorative financial assistance to victims of crime.

Our Vision: CalVCB helps victims of crime restore their lives.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties of this position and certify I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Office of Civil Rights).

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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SUPERVISOR ACKNOWLEDGEMENT

I certify this duty statement represents a current and accurate description of the essential job 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'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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GENERAL STATEMENT

Under the general supervision of the Supervisor II, the Senior Personnel Specialist (Sr. PS) is responsible for performing the most difficult, complex, sensitive, and highly technical assignments relating to all aspects of personnel transactions including but not limited to payroll, time and attendance reporting, appointments, separations, benefits, position control, workers' compensation, and exempt pay. The incumbent is responsible for the research and resolution of the most complex issues (including payroll, disability, audits, retirement, benefits, etc.); provides technical support to customers; independently performs assignments involving a diverse range of tasks; and is required to act in a lead capacity. The incumbent will ensure transactions are processed in compliance with Federal and State laws, rules, policies, and bargaining unit contracts.

**PERCENTAGE
OF TIME
SPENT****DUTIES****ESSENTIAL JOB FUNCTIONS**

35 %

Serve as a subject matter expert and lead of Personnel Specialists on payroll, transactions, benefit, position control, workers' compensation, and leaving accounting issues to ensure compliance with regulations, policies, laws, and rules. Responsible for the most difficult and complex personnel, payroll and benefits transactions work including employment document preparation, reconciling master, and supplemental payroll using the automated online payroll system (PIP, PIMS, MPC, CLAS), verifying warrants, and computing salary advances. Reconcile and certify monthly payroll, dock, overtime and special pay using the SCO Master Payroll Certification System (MPC). Initiate documents needed to generate pay using the MPC system. Initiate and establish salary advances, garnishments, and accounts receivables. Document and update the employment history of employees including appointments, separations, retirements, punitive actions, Special In grade Salary Adjustments (SISA), Merit Salary Adjustments (MSA), range changes and other miscellaneous changes using the PIMS. Analyze and process appointments (e.g., salary determination, retirement code selection, benefit package) to determine proper compensation. Conducts new employee orientation to ensure that all new staff have received and signed all pertinent benefit and other personnel documents. Maintains payroll and/or personnel documents to ensure completeness of historical data. Ensures all transactions are processed in compliance with Federal and State laws, rules, policies, and bargaining unit contracts.

30%

Acts in a lead capacity, including mentoring or training of personnel specialists, to perform various personnel, payroll, and transaction duties. Provides information regarding payroll and/or personnel updates to employees ensuring compliance and consistency with departmental policies and procedures. Works with various entities (e.g., control agencies, internal/external organizations) to obtain information, guidance, and/or clarification on various laws, rules, regulations, policies, and procedures. Prepares documents (e.g., correspondence, appeal letters, reports) regarding various personnel and/or payroll matters. Audits, researches, resolves, and processes payroll transactions, computer-generated employment history messages, and reports. Analyze, interpret, and apply various personnel-related documents (e.g., control agency letters, memoranda, contracts) to identify any changes in policy and determine appropriate actions. Provide clarification on control agency directives to lower-level staff. Make recommendations to management of necessary changes to department procedures in order to implement mandated changes. Analyze, evaluate, update, and disseminate procedures related to payroll and benefits.

20%

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10%	<p>Serves as the Position Control Coordinator providing consistent over-sight utilizing State Controller's Office (SCO) information database, in order to resolve problems and reconcile positions for HR Staff and Budgets. Prepares and reconciles reports for HRU, Budgets Section, and SCO. Prepare Change in Established Positions (Std. 607), Payroll Headers, Section 41, Schedule I, monthly vacancies, and Periodic Position Control Reports. Prepare and maintain spreadsheets to assist with tracking vacancies and position change requests. Provide recommendations to reconcile positions. Provide technical information to supervisors/managers regarding reclassifying and redirecting positions and other position control issues. Processes and collaborates with HR Analysts on Requests for Personnel Action (RPA).</p> <p>Processes and monitors benefits and/or attendance for a variety of personnel/payroll leave programs (e.g., Family Medical Leave Act, Worker's Compensation, Non-Industrial Disability Insurance, State Disability Insurance, Paid Family Leave, Family Care Leave). Review and resolve non-routine personnel transactions including payroll, disability and leave issues and keep management apprised of potential department liabilities. Consult with control agencies as necessary to resolve complex personnel actions. Documents and processes Workers' Compensation and disability insurance.</p>
	<u>MARGINAL JOB FUNCTIONS</u>
5%	Other duties as required.

DESIRABLE QUALIFICATIONS

- Knowledge of laws, rules, regulations, and bargaining contract provisions affecting personnel record keeping, personnel transactions, payroll, and certification processes used in State departments.
- Experience working directly in a Human Resources office processing highly confidential information related to employees' employment history, payroll, health, and dental benefits, maintaining leave balances, garnishments and accounts receivables.
- Knowledge and experience in Position Control.
- Knowledge and experience processing personnel and payroll leave programs.
- Timekeeping experience including maintaining timesheets, keying and maintaining leave balances on a database, processing new leave enrollment forms, and auditing accruals and usage.
- Experience solving personnel-related issues in compliance with applicable policies and procedures to provide the best benefit to the employee.
- Customer Service experience in an office setting including but not limited to verbal and written communication and correspondence with employees and various stakeholders, maintaining various Outlook mailboxes, providing information and resources, and solving employee issues.
- Experience in interpreting civil service laws, rules, policies, and procedures such as CalHR and SPB.

PERSONAL CHARACTERISTICS AND EXPECTATIONS

- Demonstrated ability to act independently and as a member of a team with open-mindedness, flexibility, and tact.
- Ability to effectively handle stress and deadlines in a fast-paced work environment.
- Ability to problem-solve and use critical and creative thinking to effectively perform work.
- Display good interaction skills and the ability to deal professionally, congenially, and in a personable manner with the public, other governmental entities, and staff at all levels.
- Ability to provide clear and concise communication, have patience when dealing with upset and/or frustrated clients and interpret and adhere to guidelines and directions received.
- Communicate successfully in a diverse community as well as with individuals from varied backgrounds.
- Be supportive of management and coworkers.
- Maintain the confidence and cooperation of others.

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- Ensure deadlines are met.
- Manage multiple & changing priorities.
- Maintain acceptable, consistent, and regular attendance.
- Develop and maintain knowledge and skill related to the job.
- Complete assignments in a timely and efficient manner.

PHYSICAL ABILITIES

- Typical work requires prolonged sitting using a computer and telephone.
- Common eye, hand, and finger dexterity is required for most essential functions.
- Grasping and making repetitive hand movements in the performance of daily duties.
- Some carrying/moving of objects up to thirty pounds.