



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Division	Management Services Technician (Permanent Intermittent)	549-935-5278-902
DISTRICT/HQ SECTION	WORKING TITLE	CBID
San Diego Coast District	Personnel Timekeeper	R01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
San Diego Coast District	District Office	
STATE HOUSING		IMMEDIATE SUPERVISOR
Housing not available		Supervisor II
SENSITIVE POSITION DESIGNATION (Check if applicable)		
<input type="checkbox"/> Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
<p>This position works under the supervision of the Administrative Manager in the San Diego Coast District and reports to the District Office in San Diego. The incumbent performs work of moderate difficulty and is responsible for a variety of personnel-related service assignments, including permanent and seasonal payroll, hiring, employee benefits, Family Medical Leave Act (FMLA) administration, and Workers' Compensation. The position may require travel to sector locations to assist with employee hiring and to provide training for supervisors and staff.</p>		
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
40%	<p>Payroll Analyzes, audits, and process permanent and seasonal employee timesheets and assures all are completed in a punctual and accurate manner. Calculate and maintain employee leave cards, merit salary adjustments, monitor overtime, holiday wages, and all differentials for full-time employees. Clarify and resolve any items of question pertaining to timesheets with the employee's supervisor. Audits and processes employees' monthly work report (DPR 511) and forwards to accounting. Enter and make authorized corrections to timesheets in the timely manner. Notify supervisors of employees SISA/MSA salary adjustments, then forward forms on to Headquarters Personnel in Sacramento. Track and review the current LID for errors or necessary changes for employees and report to the Administrative Manager. Maintains and manages extremely confidential employee files and the Official Personnel Files for all permanent and seasonal staff.</p>	
40%	<p>Onboarding and Separations Completes hire documents and provides orientation to new or returning employees. Ensures accurate completion and routing of hire documents to Headquarters Personnel. Maintains District Department of Motor Vehicle pull notice and live scan system. Process separation documents and coordinates with HQ on final payments. Under the direction of the supervisor, assist in creating training modules for District level supervisors on the hiring process. Provide support to hiring events for seasonal hires. Processes all benefit documents which include Health Benefit Enrollment forms, Dental, and Vision; Non-Industrial Disability Insurance, and COBRA. Assist with changes to health benefits. Dispense appropriate literature and forms for benefit changes per employee request. This position will require travel for onsite onboarding at various park or sector offices.</p>	

15%	<p>Worker's Compensation, FMLA Provides streamlined directions to all staff to ensure the District is in compliance with policies, rules, and laws relating to Worker's Compensation and Family Medical Leave Act. Processes the State Compensation Insurance Fund (SCIF) and FMLA forms within mandated timeframe. Receives necessary documentation to forward complete claim package to Risk Management Unit (RMU) and SCIF. Review and monitor status of employee's condition and forwards information from physicians regarding injuries to the appropriate staff. Provides RMU and employee's direct supervisor with documented updates on employee's condition. Provides copies of timesheets reflecting FMLA and Worker's Comp to Headquarters Personnel in a timely manner. Restores leave credits of affected employees as approved. Dispensing information to employee regarding leave with or without supplementation. Maintains files for both claims and minor injury reports. Prepares CAL-OSHA 200 form and routes to comp as necessary. Ensure that necessary CAL-OSHA posting requirements are in place and up to date.</p>	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
TYPICAL WORKING CONDITIONS		
<p>Work environment is an office setting, using computer, telephone, and other business equipment Typical work activities involve frequent and prolonged periods of sitting Typical work involves extended telephone conversations and keyboard operation Must be able to meet deadlines within short timeframes Hand dexterity to use telephone, keyboard and calculators are common requirements Move about, stand, reach, or bend. Use fine motor skills for computer or office machine use.</p>		
TELEWORK DESIGNATION:		
This position is designated as NOT Telework Eligible.		
SPECIAL REQUIREMENTS:		
Possession of a valid class C driver's license is required.		
<p>The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.</p>		
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 WITH A COPY OF THIS DUTY STATEMENT.		
SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE
EMPLOYEE STATEMENT:		
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE