

STATE OF CALIFORNIA
 California Victim Compensation Board
 Rev. 04/22



DUTY STATEMENT

EMPLOYEE Vacant		RPA NUMBER / JOB CONTROL 26-081/ JC-516329	
POSITION NUMBER 040-450-5402-001	CLASSIFICATION Analyst III	WORKING TITLE CSPS Coordinator	
DIVISION Administration Division	UNIT Human Resources Unit	CBID R01	WWG 2
WORK DAYS Monday – Friday	WORK HOURS Supervisor Discretion	TENURE Permanent	TIME BASE Fulltime

CONFLICT OF INTEREST CLASSIFIATION

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 providing financial assistance to victims of crime and helping 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 I certify that 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 current and 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'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

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GENERAL STATEMENT

Under the general direction of Human Resources Supervisor II, the incumbent serves as the department's lead and subject matter expert for the State Controller's Office (SCO) California State Payroll System (CSPS) project. The incumbent is responsible for coordinating, reviewing, and supporting departmental payroll and personnel processes as they transition to the CSPS platform. The incumbent works closely with SCO project teams, internal management, Human Resources, and payroll staff to ensure departmental readiness, data accuracy, compliance with statewide requirements, and timely completion of assigned project deliverables. The incumbent independently performs the most difficult and sensitive analytical Human Resource functions including but not limited to recruitment, classification, payroll, personnel management, leaves of absence, reasonable accommodation and workers compensation.

% OF TIME PERFORMING DUTIES

ESSENTIAL FUNCTIONS

All duties will be performed in accordance with the statutes, regulations, and policies established by the California Department of Human Resources (CalHR), State Personnel Board (SPB), State Controller's Office (SCO), and the Department of Finance (DOF), applicable federal and state laws (e.g., Americans with Disabilities Act, Family Medical Leave Act, and California Family Rights Act), all CalVCB policies, the State Administrative Manual, and bargaining unit contracts.

50%

ESSENTIAL FUNCTIONS

CSPS Project:

Serves as the department's primary support for the State Controller's Office (SCO) California State Payroll System (CSPS) implementation and ongoing system activities. Coordinates and supports departmental efforts to ensure a smooth transition to and maintenance of CSPS. Reviews, validates, and reconciles payroll and personnel data to ensure accuracy and compliance with statewide policies and procedures. Participates in project meetings, testing cycles, and user acceptance testing, documenting results and resolving discrepancies in collaboration with SCO and internal stakeholders. Analyzes current payroll and personnel processes, identifies required updates, and assists in developing revised procedures to align with CSPS requirements. Provides guidance and support to management and staff regarding system changes, payroll processing impacts, and compliance timelines. Assists with training efforts and prepares reference materials as needed.

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25%	<p>Monitors system functionality post-implementation, identifies issues, and exercises independent judgment in troubleshooting and resolving payroll and personnel matters. Ensures deadlines are met, maintains clear communication with leadership, and supports continuity of payroll operations during all phases of system implementation and stabilization.</p> <p><u>Special Projects/Lead:</u> Serves as lead on assigned special projects related to Human Resources, payroll, and administrative operations. Plans, coordinates, and tracks project activities to ensure timely completion and alignment with departmental goals. Researches and analyzes policies, procedures, and operational challenges, and provides recommendations for process improvements. Acts as a subject matter resource for staff, providing guidance, reviewing work for accuracy when appropriate, and ensuring consistent application of policies and procedures. Prepares reports, correspondence, and presentations for management. Exercises initiative and sound judgment in managing assignments. Assists program management with proper administration of approved FMLA/CFRA/PDL leaves. Gathers, reviews, and maintains confidentiality of confidential and sensitive medical information relating to affected employees' work absence. Independently coordinate with the Personnel Specialists to obtain information to determine eligibility for FMLA/CFRA/PDL benefits. Assist with other HR Projects as necessary. Provide in-depth research, analysis, and coordination with managers, supervisors, and CalVCB staff. Prepare templates, reports and presentation materials as needed to complete projects. This may require gathering, researching, and analyzing data.</p>
20%	<p><u>Recruitment/Health and Safety Backup Support:</u> Provides support in recruitment activities, including reviewing duty statements, preparing job postings, coordinating interviews, tracking candidate documentation, and ensuring compliance with civil service rules and departmental procedures. Assists hiring managers with recruitment timelines and documentation requirements to facilitate timely appointments. Serves as backup support for Health and Safety coordination activities. Assists with maintaining required documentation, supporting workplace safety communications, tracking and coordinating responses to safety-related matters as needed. Ensures compliance with applicable policies and reporting requirements.</p>
5%	<p><u>Other Duties as Assigned:</u> Performs other related duties as required to support the operational needs of the unit and department. May assist with administrative tasks, policy research, audit responses, reporting requests, or cross-functional assignments during peak workload periods or staffing transitions. Demonstrates flexibility and a willingness to adapt to changing priorities while maintaining professionalism, accuracy, and timeliness in all assigned work. Other duties as assigned.</p>

DESIRABLE QUALIFICATIONS

- Knowledge of the California State Payroll System (CSPS) project structure, objectives, and implementation phases.
- Experience serving as a project liaison between control agencies (e.g., SCO, CalHR) and internal departmental stakeholders.
- Strong understanding of state payroll cycles, benefits processing, leave accounting, and personnel transactions.
- Experience with data reconciliation, data cleansing, and payroll auditing processes.
- Knowledge of civil service laws, rules, and collective bargaining agreements.
- Familiarity with the State Controller's Office (SCO) systems and payroll procedures.
- Experience participating in system implementations, testing cycles, or data validation efforts.
- Ability to interpret and apply the laws, rules, and policies associated with reasonable accommodation, workers' compensation, FMLA/NDI/SDI, and medical leave of absence programs.
- Classification & Pay experience, including but not limited to recruitments, classification specifications, out- of-class assignments, training and development, limited-term appointments, and reorganizations.
- Experience in examinations and evaluating minimum qualifications of proposed candidates by analyzing and reviewing applications, exam scores, education, and prior job experiences.
- Analytical experience, including but not limited to independently conducting, reviewing, and analyzing research, developing and maintaining various logs and spreadsheets, and making verbal and written recommendations to management
- Knowledge of workplace health and safety requirements and reporting procedures
- Ability to conduct research and analyze data to recommend solutions and resolutions regarding personnel issues.
- Experience providing excellent customer service to internal and external customers.

PERSONAL CHARACTERISTICS and EXPECTATIONS

- Ability to communicate professionally and effectively with all levels of staff.
- Ability to maintain confidentiality with all levels of management and staff.
- Ability to plan, organize, and prioritize workload, as well as to work under pressure to meet deadlines.
- Ability to interpret and apply laws, rules, regulations, standards, and policies/procedures.
- Effectively operate a computer using the following software programs: Microsoft Word, Excel, Outlook, and Access.
- Demonstrate ability to express ideas and information clearly and accurately, both orally and in writing.
- Communicate successfully in a diverse community as well as with individuals from varied backgrounds.
- Manage multiple and changing priorities, while ensuring deadlines are met.
- Maintain acceptable, consistent, and regular attendance.
- Complete assignments in a timely and efficient manner.
- Ability to be flexible and perform under pressure with deadlines.
- Ability to conduct research and analyze data to recommend solutions and resolutions regarding personnel issues.

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.