



Duty Statement

Classification: **Personnel Specialist**

Position Number: **275-330-1303-XXX**

HCM#: **XXXX**

Branch/Section: **Human Resources Division/Personnel Operations/Personnel Transaction Unit**

Location: **Sacramento, CA**

Working Title: **Personnel Specialist**

Effective Date: **May 18, 2026**

Collective Bargaining Identifier (CBID): **R01**

Supervision Exercised: ☐ Yes ☒ No

Telework: ☒ Office-Centered ☐ Remote-Centered ☐ Not Eligible

Under delegation from the Department of Human Resources (CalHR), the State Personnel Board (SPB), and the State Controller's Office (SCO), HRSD is responsible for the classification, progressive discipline, recruitment and selection, personnel transactions, worker's compensation, employee relations, and reasonable accommodation functions.

Under the general supervision of the Supervisor I, Personnel Transactions Unit (PTU), the Personnel Specialist is responsible for planning, coordinating, and executing personnel transactions functions for the organization. The position is located within the Human Resources Division, Personnel Operations, Personnel Transactions Unit, at CalPERS Headquarters in Sacramento, California. The Personnel Specialist performs a range of personnel transactions, payroll, and benefits administration duties, applying State laws, CalHR, State Personnel Board, and State Controller's Office rules and regulations. The role involves regular in-person collaboration with team members, leadership, and stakeholders to ensure accurate and timely processing of personnel actions.

Essential Functions

Regular and consistent attendance in the office at least three days a week for teamwork, in-person collaboration, personal interactions with members, stakeholders, and other team members, cross-functional communications within CalPERS. In-person collaboration is essential to promote and foster innovation, creativity, and complete engagement by the team. Coordinating work in person allows the teams to stay functional and aligned with the work of others. Being present in the office is essential to allow for immediate accessibility for discussions, questions, mentoring, or strategy sessions between team members.

45% Onsite¹ and virtually, reconciles and verifies monthly payroll using the State Controller's Master Payroll Certification (MPC) Input system, which includes dock, overtime, and special pay Initiate and establish salary advances, garnishments, and accounts receivable. Uses the State Controller's Personnel Information Management System (PIMS) to update employment history of employees such as appointments, separations, retirement, or miscellaneous changes. Establishes and changes employee benefits effective dates in accordance with the

CalPERS and California Department of Human Resources (CalHR) regulations. Maintains the California Leave Accounting System (CLAS) by researching, correcting, and updating employee leave usage and earnings via monthly audit of the CalPERS Electronic Timesheet (eTimesheet) system. Determines benefit eligibility requirements and rules that apply to various time bases, contracts, or Memorandums of Understanding (MOUs).

- 20% Onsite and virtually, applies and interprets CalHR, Personnel Management Liaisons (PML), and State Controller's Office (SCO) Payroll Letters for appropriate laws, rules and regulations, and procedures. Prepares documents using Microsoft applications related to the appointment process, separation process, and the payroll and attendance processes. Applies appropriate sections of the laws and rules, bargaining unit contracts, procedures and policies, the Personnel Action Manual, Payroll Procedures Manual, Benefits Administration Manual, Health Benefits Procedure Manual, and the CLAS Manual to all personnel transactions.
- 20% Onsite and virtually, conducts research and provides information to leadership and team members regarding personnel transactions, payroll, and benefits, referencing CalHR/SPB manuals, SCO manuals, CalPERS resources, and internal documents. Resolves employee issues regarding payroll and/or benefits in accordance with Bargaining Unit Contracts, SCO, CalPERS, CalHR and SPB guidelines. Conducts one-on-one orientation for new team members, explaining personnel transaction procedures and systems.
- 10% Onsite and virtually, prepares various monthly reports using Microsoft applications, SCO systems, and timesheet software for leadership team, control agencies, and team members, such as: Retroactivity, Salary Advance, Accounts Receivable, eTimehseet, Appointment, Separation, and Retirement reports.
- 5% Onsite and virtually, participates in special projects assigned by the team leader to improve workflow processes or develop, update, and implement guidelines for PTU team members. Performs other duties as assigned and appropriate for this classification.

Working Conditions

- ¹ This position is designated as office-centered and works primarily onsite at the Sacramento, CA - Headquarters at least three weekdays.
- Must be able to work Monday – Friday, from 8:00 a.m. – 5:00 p.m.

Conduct, Attendance and Performance Expectations

- Ability to maintain consistent attendance.
- Ability to demonstrate punctuality, initiative, and dependability.
- Ability to model and support CalPERS Core Values (Integrity, Accountability, Respect, Openness, Quality and Balance).
- Ability to model CalPERS Competencies and demonstrate proficiency in; Collaboration, Leading People, Leading Change, Driving Results, Business Acumen, Communication, and Leading Self.

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.

Employee Name (Print):

Employee Signature:_____ **Date:**

I certify that the above accurately represents the duties of the position.

Supervisor Signature:_____ **Date:**