

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

		RPA #	C&P Analyst Approval	Date
Employee Name		Division Human Resources		
Position No / Agency-Unit-Class-Serial		Unit Compensation Unit		
Class Title Personnel Specialist		Location Patton		
Subject to Conflict of Interest ☒ Yes ☐ No		CBID R01	Work Week Group: 2	Pay Differential 240 – R&R
Under the general direction of the Personnel Supervisor I, the Personnel Specialist performs a variety of personnel/payroll functions. These duties include processing employee appointments, separations, transfers and promotions; processes pay and overtime; posts leave on the California Leave Accounting System, requests various pays and processes state disability (SDI/NDI), FMLA, and catastrophic leave paperwork/donations. This position is required to provide excellent customer service.				
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first; percentage must total 100%. (Use additional sheet if necessary). Essential functions are highlighted in bold.			
50%	Responsible for the processing and keying of various personnel documents for an assigned roster of employees. These tasks include processing Personnel Actions Requests (PAR's) and Employee Action Requests (EAR's) utilizing the State Controller's Office computer system. Makes independent decisions regarding numerous personnel transactions (including salary determinations) in accordance with various laws/rules/policies and Memoranda of Understanding. Initiates and keys appropriate documentation for overtime payment. Processes employees' holiday and shift differential pay, if appropriate. Processes employee docks and a variety of special pays. Process payroll documents for regular salary, overtime, shift, MOD, incentive pay, uniform allowance, etc. Ensure employee entitlements are identified and applied, which includes calculating appropriate leave usages; updates the California Leave Accounting System (CLAS) database to maintain accurate leave balances. Ensure employees on a temporary separation are returned timely and accurately to active pay status. Process garnishments and levies, research and monitor collections, establish accounts receivables and prepare salary advances. Reconcile payroll with payroll request documentation and clear salary advances and			

	account receivables. Prepare and process lump sum calculation calendar and payments. Research, review, apply, and maintain control agency manuals, memos, pay letters, policies, and procedures, such as use of Personnel Transactions Manual, Payroll Procedures Manual, Personnel Action Manual, PMPPM, benefits manual, CalHR PIE, pay scales, and pay letters. Interpret and apply State and Federal laws, regulations, and bargaining unit (BU) language related to the applicable entitlements.
30%	Update employment history by processing appointments, separations, and miscellaneous employee changes, such as bilingual pay and alternate pay range changes; mail NOPAs and other documents. Determine appropriate salary rate/range; determine appropriate retirement memberships; update the LAS automated systems with employee and position information.
10%	Process employee benefit forms, such as NDI, SDI, direct deposit, life and long term disability insurance. Send employee probationary reports. Verify employment for loans, child support, and investigations.
10%	Filing of personnel documents, payroll forms, warrant registers, RPAs, and manual updates. Stay compliant in mandatory training hours, participate in OJT and staff meetings. Other job-related duties as required.
Other Information	KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS Knowledge of: - laws, rules, regulations, and bargaining contract provisions affecting personnel record keeping, personnel transactions, payroll, and certification processes - current office methods, procedures, and equipment to ensure the efficient operation of personnel/payroll services - mathematical computations using addition, subtraction, multiplication, division, etc. as they relate to personnel/payroll matters (e.g. salary determination, accounts receivable etc.) - communication principles (verbal & written) to provide information relating to various personnel/payroll functions - problem-solving techniques and processes for resolution of issues - the Department's mission and goals - expert knowledge on all personnel and payroll processes. Ability to: - represent the department on intra/interdepartmental teams - research/coordinate a variety of critical personnel or payroll transactions, recommend alternative solutions and exercise sound judgment when making decisions; use reference materials to ensure conformity, consistency, and compliance according to laws, rules, regulations, etc. - independently research, interpret and/or apply laws, rules, regulations, bargaining contract provisions, and various personnel manuals from SCO, CalHR, CalPERs, as well as departmental procedures concerning personnel transactions - reason logically and creatively, present ideas and information orally as well as in writing -

	communicate effectively; create/draft correspondence - be computer literate with various programs and data information systems - apply time management practices to prioritize, schedule and complete work effectively - keep work area organized - be flexible in adapting to changes in priorities, assignments, and other interruptions that may impact previously established assignments - maintain accurate records and personnel files - be highly motivated and a self-starter - understand verbal and written instructions containing technical information. RESPONSIBILITY FOR DECISIONS The incumbent is responsible for effectively, accurately and timely performing of personnel and payroll processes. Poor performance in carrying out these tasks can result in employees being paid incorrectly, monetary penalties to the Department for payroll grievances, employees dissatisfied with Human Resources' customer service, loss of credibility, legal ramifications, increased grievances, and lawsuits. The incumbent is responsible for complying with the Information Practices Act (IPA) by protecting departmental employees' confidential information, including, but not limited to, social security numbers, medical or employment history, education, financial transactions, or similar information. Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times. The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers. REQUIRED COMPETENCIES TECHNICAL PROFICIENCY (SITE SPECIFIC) • Accuracy and thoroughness in performance of tasks and ability to work in harmony with others in both professional and clerical occupational groups. • Excellent skills in grammar, spelling, punctuation, and proper usage of the modern English language. • Ability to interpret written material; edit written material; write effectively; analyze written and numerical data accurately, and follow oral and written instructions • Clear and concise expression and oral presentations, written reports and correspondence. • Perform mathematical computations • Ability to accurately and proficiently use a computer
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- Ability to actively and repeatedly (up to 7 hours per day) keyboard on a computer, using the programs State Controller's database, Outlook, Word and other Word programs.
- Promotes and maintains a teamwork relationship with co-workers and hospital staff to enhance work productivity.
- Must maintain cooperative and harmonious relationships with others representing the Human Resources Department and the facility.

INFECTION CONTROL – Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY – Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards.

THERAPEUTIC STRATEGY INTERVENTION (TSI): Supports safe working environment; practices the strategies and interventions that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior in accordance with policy.

CULTURAL AWARENESS – Demonstrates awareness to multicultural issues in the workplace, which enable the employee to work effectively.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

Employee's Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Print Name

Date

Reviewing Supervisor Signature

Print Name

Date