

DUTY STATEMENT

ASD/HRB-12 (REV. 03/2020) PAGE 1 OF 4

DUTY STATEMENT

Employee Name: Vacant	Current Date:
Classification: Senior Personnel Specialist	Position #: 812-010-1317-001
Division/Office: Fiscal Policy and Administration Division	CBID: R01
Section: Human Resources Section	
Supervisor Name: Michelle Sinclair	Supervisor Classification: Supervisor I

I certify that this duty statement represents an accurate description of the essential functions of this position.	
Supervisor:	Date:

I have read this duty statement and agree that it represents the duties I am assigned.	
Employee:	Date:

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- ☒ Designated under Conflict of Interest Code
- ☐ Duties performed may require pre-employment physical.
- ☐ Duties performed may require drug testing.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires the utilization of a 32-pound self-contained breathing apparatus.
- ☐ Operates heavy motorized vehicles.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Works at elevated heights or near fast moving machinery or traffic.
- ☐ Performs other duties requiring high physical demand. (Explain below):
- ☐ Duties require use of hearing protection and annual hearing examinations.

SUPERVISION EXERCISED

☒ None	☐ Lead Person
☐ Supervisor	☐ Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises:

Total number of positions in Section/Branch/Office for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position LEADS:

MISSION OF SECTION:

The mission of the California Environmental Protection Agency (Cal/EPA) is to restore, protect and enhance the environment and to ensure public health, environmental quality and economic vitality.

The Fiscal and Administrative Programs Division ensures the effective and efficient allocation and use of resources for environmental regulatory programs. The Unit communicates, coordinates, implements and oversees fiscal, human resources, information technology, and administrative policies throughout the Agency. The Unit also administers the Office of the Secretary's budget and office operations.

CONCEPT OF POSITION:

Under the general direction of the Supervisor I, the Senior Personnel Specialist is responsible to oversee personnel transactions for the California Environmental Protection Agency Office of the Secretary, serving approximately 124 permanent employees. Duties include, but are not limited to, the following:

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
30% - E	• Responsible for processing the most difficult and complex personnel transactions for appointments, separations, retirement changes, alternative range movements, and position number changes; payroll processing/keying; salary determinations, and reconciliation of attendance reporting. • Reviews and approves all Personnel Action Requests (PARs) and audits completed PAR transactions between databases to ensure accuracy. • Responsible for ensuring PAR transactions are completed timely. Verifies information on turnaround PARs, Employee Action Request (EAR), and Notices of Personnel Action (NOPA).

DUTY STATEMENT

ASD/HRB-12 (REV. 03/2020) PAGE 3 OF 4

	• Ensures all personnel transactions are made in accordance with existing State Labor Laws, California Department of Human Resources (CAL HR) Rules, Department Policy and Memorandum of Understanding (MOU) for various bargaining units. • The Senior Personnel Specialist is the Subject Matter Expert (SME) for all personnel and payroll transactions.
30% - E	• Processes and reconciles documents relating to monthly payroll; check master payroll and supplemental warrant registers prior to release of checks; reconcile attendance reports with monthly payroll; process payroll adjustments when needed; set up accounts receivables and correct payroll errors or omissions. • Establish accounts receivable for salary overpayments, benefit overpayments, and other payroll related debts in accordance with applicable laws, regulations, MOUs, and agency policies. Collaborate with accounting to ensure timely collection and accurate reporting. • Ensures all required deductions are accurately processed for all payments received by employee. • Processes, requests and releases salary advances, uniform replacement allowances and overtime pay. • Process documents for changes to employee tax withholding information, insurance deductions, merit salary adjustments, and all documents dealing with the transactions and payroll of employees. • Receive wage garnishments; prepare employee notification and establishment of garnishment. • Maintain tracking reports for salary increases related to various pay actions. • Audits employee information from various databases each month. • Audits monthly attendance reports and overtime reports for accuracy and proper leave usage, potential dock, and proper fiscal coding of overtime and base pay. Corrects discrepancies if necessary.
20% - E	• Provides orientation, onboarding information, and resources for new and returning employees. • Assist employees with understanding and completing appointment documents and benefit information. • Determines employee eligibility and helps complete all required forms for health, dental and vision insurance.

DUTY STATEMENT

ASD/HRB-12 (REV. 03/2020) PAGE 4 OF 4

	• Act as Health Benefits Officer for Agency. Responsible for enrolling employees in health, dental, vision, life insurance, FlexElect, Annual Leave, Group Legal, Long-Term Disability, and COBRA. • Keeps CalEPA staff apprised of all changes to benefits. Acts as liaison between employee and benefit carriers to resolve issues. • Review dependent re-verification documents received, to ensure information is sufficient to support the continued enrollment of dependents and update the California Public Employees' Retirement System (CalPERS) timely to avoid the disenrollment of dependents. • Audits payroll to ensure timely and correct benefit deductions are taken.
10% - E	• Maintains and updates all personnel manuals. Ensures Agency remains current on revisions to MOUs, policy changes, and procedural updates by proactively disseminating information and providing clarification as needed. • Composes correspondence related to personnel transactions. Research critical personnel problems and recommend alternative solutions. Revise internal procedures as needed. • Assist Return to Work Coordinator. • Serve as subject matter expert on the Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), Non-Industrial Disability Insurance (NDI), and State Disability Insurance (SDI) for the Agency.
10% - M	Performs other duties as assigned.