



GAVIN NEWSOM
GOVERNOR

STATE OF CALIFORNIA
GOVERNOR'S OFFICE OF BUSINESS AND ECONOMIC DEVELOPMENT (GO-Biz)

POSITION DUTY STATEMENT

Classification Title Senior Personnel Specialist	Unit Human Resources - Payroll	Name
Working Title Senior Personnel Specialist	Position Number 373-100-1317-901	Effective Date

GENERAL STATEMENT:

The Governor's Office of Business and Economic Development (GO-Biz) is comprised of roughly 200 employees and serves as the State of California's leader for job growth, economic development, and business assistance efforts. Our teams are comprised of experts that span industries, geography and business backgrounds.

Under the general direction of the Supervisor I (Assistant Personnel Officer), in the Human Resources Unit, the incumbent will serve as the subject matter experts who will be responsible for independently performing all aspects of personnel transactions for GO-Biz including payroll, benefits (FMLA, NDI, SDI), leave balances, time reporting, disability pay, and all other payroll functions.

The Senior Personnel Specialist requires the ability to appropriately apply laws, regulations and bargaining unit contract provisions concerning personnel transactions. Consistent with good customer service practices, the incumbent is expected to be courteous and provide timely responses to internal/external customers and follow-up on commitments.

ESSENTIAL FUNCTIONS:

25%	Payroll/Transactions Responsible for all payroll functions for the department. Perform all payroll related transactions such as salary determinations, appointments, payroll adjustment notices, overtime, special pay, shift differential, etc. Reconcile and certify monthly master payroll using the State Controller's Office (SCO) Master Payroll Certification (MPC) input system to accurately compensate employees. Monitor SCO's Payroll Warrant Register daily to ensure warrants are properly issued and released to employees as well as captured and applied to any salary advances (SAs), and account receivables (A/Rs).. Calculate and prepare SAs to issue correct pay, and release warrants and SAs to ensure accurate and timely receipt by the employee. Research and resolve pay issues by establishing, collecting, monitoring and satisfying A/Rs and SAs including providing notification to employees. Process and monitor wage
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	garnishments, providing notice to employees and ensuring disposable income calculations and deductions are in accordance with established laws, rules and control agency direction.
20%	Benefits/Leaves Benefits Serves as the expert staff resource in the processing and application of various disability programs, such as Industrial Disability Leave (IDL), Temporary Disability (TD), Non-Industrial Disability (NDI), State Disability Insurance (SDI), and Catastrophic Leave in accordance with applicable laws, rules, and regulations, bargaining contracts and control agencies. Also independently plan, manage, direct, facilitate, and evaluate requests related to the Family Medical Leave Act (FMLA) California Family Rights Act (CFRA), Pregnancy Disability Leave (PDL). Review, process and track usage to ensure individual requests are in accordance with state and federal regulations and department policy are completed in a timely manner. Confidentially review medical documents and reports, seek clarification as needed. Determine eligibility and issue correspondence including approval/denial letters to employees. Communicate with employees who have exhausted their disability leave options by providing guidance, expertise, and knowledge of laws regarding the various disability programs and/or alternative solution available. Work directly with supervisors and managers to keep them informed on the status of their employees' leave benefit cases. Track and process all documentation for non-industrial disability and state disability benefit options from beginning to closure and coordinate with the Employment Development Department (EDD) to ensure accurate compensation to employees in accordance with departmental, state and/or federal laws, rules, regulations, policies and/or guidelines. Process all approved on-the-job injury payroll by updating employment history, preparing correspondence of restoration of leave credits, reconciling monthly attendance, restoring leave credits, and preparing payroll workers compensation documents.
15%	Research/Analytical Support Interpret and maintain a working knowledge of laws, rules, regulations and bargaining unit contracts. Research, review, implement, and maintain various manuals, memos, pay letters, policies, and procedures in areas affecting personnel transactions, payroll, and record keeping. Respond to internal and external inquiries on changes in policy, procedures and employee benefits. 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. Prepare clear and concise memoranda/letters to employees and appropriate departmental staff to explain actions, request approvals, or request and/or provide information.
10%	Timesheets/Leave Balances Audit, track and key leave time for employees using various systems in accordance with bargaining unit contracts, Personnel Management Liaison Memoranda's (PMLs), laws and regulations. Track and process hours worked for part-time employees, student assistants, and temporary employees to ensure time limits are not exceeded and ensure compliance with

	applicable departmental, state and/or federal laws, rules, regulations, policies and/or guidelines. Maintain the California Leave Accounting System (CLAS) by researching, correcting and updating employee leave usage and earnings via monthly audit of timesheets.
10%	Special Projects Participate in special projects and assignments related to human resources and administration by conducting research and analysis, gathering data, completing assigned tasks, and reporting on statuses, in order to formulate and provide recommendations and various reports to management utilizing project management principles and tools, to ensure continuous business operations, organizational effectiveness and program and process improvements in alignment with strategic goals and objectives. Assist Human Resources staff with special projects and reports related to highly confidential personnel matters.
5%	Personnel File Maintenance Maintains employee Official Personnel Files (OPFs) by ensuring personnel records are accurate, complete, and maintained in accordance with State policies, retention requirements, and confidentiality standards. Requests and obtain employee records and files from other State departments and agencies to support personnel transactions, employment actions, and records management. Reviews received records for completeness and accuracy and ensure personnel documents are properly filed and maintained in accordance with applicable laws, regulations, departmental policies, and confidentiality requirements.
5%	Onboarding/Separation Appoint new employees, assist with completion of required personnel forms, answer questions regarding salary, health and dental insurance, leave benefits, and other fringe benefits. Provide orientation for new employees and inform employees of options on all benefits. Review salary determination and range changes for all new employees. Process all documentation necessary when employees are separating/retiring from State service or transferring to another agency. Ensure timely payment of wages for separating employees. Notify separating employees of Consolidated Omnibus Budget Reconciliation Act (COBRA) benefits and process documents in order to continue benefits.
5%	Review/Quality Assurance Audit state service, reconcile leave balance reports, and complete input and correction documents as needed to ensure each employee's leave record information is current and correct, using various SCO and internal reports. Audits and reconciles/responds to various internal automated reports. Completes various reports for other agencies on a monthly/yearly basis. Review and validate all work documents for completion, and complete filing in proper locations for audit purposes.
MARGINAL FUNCTIONS:	
5%	Attend training sessions as required. May serve as lead in the unit to assist or guide new and less experienced staff; and act as the backup to the supervisor in his/her absence. Other duties as assigned as assigned by the Assistant Personnel Officer and/or HR Director. Performs other duties as assigned and appropriate for this classification.

SUPERVISION EXERCISED
None

SUPERVISION RECEIVED

The Senior Personnel Specialist will work under the general direction of the Assistant Personnel Officer (Supervisor I), in the HRU, receives functional guidance of the Supervisor I (Specialist) and sometimes receives general direction of the HR Director (Supervisor II).

PUBLIC AND INTERNAL CONTACTS

During the course of work, the incumbent has regular contact with SCO, CalHR, SPB, other governmental agencies, private citizens and appointed and elected officials. These contacts require a high degree of sensitivity and an awareness of the functions and protocols, and interrelations of various government and private organizations.

INITIATIVE AND INDEPENDENCE OF ACTION

The position requires a high degree of creativity and initiative in identifying and finding solutions to non-routine problems and issues. It requires proper judgment and accurate assessment of the significance of sensitive situations and activities. It requires the accurate setting of priorities along with good time management to ensure completion of work activities within specific time frames.

CONSEQUENCE OF ERROR

Significant errors, poor judgment, and lack of professionalism could result in the loss of economic growth and job creation in California.

CERTIFICATION

This position statement fairly represents the responsibilities and reporting relationship of the position. If any aspect of this statement is substantially changed, a new statement will be prepared and submitted to the Human Resources Office.

I have read and understand the duties listed above and can perform them either with or without reasonable accommodation. Reasonable accommodation needs should be discussed with your hiring supervisor. If you are unsure whether you require reasonable accommodation, please inform your supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.

EMPLOYEE'S ACKNOWLEDGEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THIS POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT

The statements contained in this duty statement 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. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

Employee Name (Printed)	Employee Signature	Date
Senior Personnel Specialist		

SUPERVISOR'S ACKNOWLEDGEMENT: I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH AND HAVE PROVIDED A COPY OF THIS DUTY STATEMENT TO THE EMPLOYEE NAMED ABOVE.

Supervisor's Printed Name	Supervisor's Signature	Date
Supervisor I, Assistant Personnel Officer		