

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial) 042-230-1317-007				
UNIT NAME AND CITY LOCATED Transaction and Benefit Services Human Resources Section – Elk Grove, CA		CLASSIFICATION TITLE Senior Personnel Specialist				
		WORKING TITLE Senior Personnel Specialist				
		COI Yes ☐ No ☒	WORK WEEK GROUP 2	CBID R01	TENURE P	TIME BASE FT
SCHEDULE (Telework may be available): ____ AM to ____ PM. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO 8280 Longleaf Drive, Building D, Elk Grove, CA 95757				
INCUMBENT (If known)		EFFECTIVE DATE				
California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities. CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department. Across our organization, our programs work cooperatively to provide the highest level of health care possible to a diverse correctional population. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR and CCHCS mission.						
PRIMARY DOMAIN:						
Under the general direction of the Personnel Supervisor II, Transactions and Benefit Services, Human Resources (HR), the Senior Personnel Specialist is responsible for personnel and payroll transactions, benefits, and leave accounting of an assigned roster and serves as the subject matter expert and coordinator for a full range of personnel and payroll transactions and functions related to temporary leaves including, but not limited to, Non-Industrial Disability (NDI), State Disability Insurance (SDI), Paid Family Leave (PFL), and Catastrophic Leave. The incumbent is expected to become increasingly independent consistent with training and on-the-job experience. The incumbent may be required to travel to the institutions, as necessary.						
% 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. <i>(Use addition sheet if necessary)</i>					
ESSENTIAL FUNCTIONS						

45%	Independently responsible for researching, interpreting and applying appropriate laws, rules, regulations, procedural manuals, and a wide variety of Bargaining Unit contract language for 19 Units and excluded staff for a variety of Personnel actions. Directly responsible for processing a full range of routine and complex personnel and payroll transactions including, but not limited to, appointments, new hires, transfers, reinstatements, merit salary adjustments, alternate range movements, separations, retirements, and miscellaneous changes such as tax withholdings, address changes, anniversary dates, and probationary periods. Reconciles and releases master and supplemental payroll warrants. Enters personnel transactions using the SCO employment history database system to process changes to the Personnel Action Request (PAR) form. Maintains accurate employment history in accordance with the Personnel Action Manual (PAM) and control agency directives. Calculates and processes salary advances, overtime rates, special pay, out-of-class assignments, and holiday pay to accurately compensate employees. Processes payroll documentation using SCO's payroll systems, maintains and files warrant registers, reports exceptions to payroll (such as name changes, dock, and separations), processes and tracks account receivables for overpayments, including providing notifications to employees, processes and tracks wage garnishments, and prepares documents for employment verifications. Serves as liaison between employees and control agencies to ensure personnel documents are processed accurately and timely.
35%	Directly responsible for processing, monitoring, and maintaining routine and complex Non-Industrial Disability Insurance (NDI) , Pregnancy Disability Leave (PDL), Catastrophic Leave, and State Disability Insurance (SDI). Ensures employee entitlements are identified and applied, which includes calculating appropriate leave usage, inputting to the California Leave Accounting System database, reviewing complex detailed medical certifications provided by health care providers; interprets and applies State and Federal laws, regulations, and Bargaining Unit language related to the applicable entitlements.
15%	Processes timesheets by verifying time reported is accurate, establishes and maintains employees leave credits in the SCO California Leave Accounting System (CLAS) database, and audits for accuracy. Responds to staff inquiries regarding attendance reporting, leave balances, and alternate work schedules. Conducts training in timekeeping, attendance reporting, and new employee orientation for programs within CCHCS Support Division.
5%	Performs other duties as assigned including but not limited to assisting in the development and drafting of policies and procedures related to personnel and payroll transactions, develops and maintains training programs, prepares the most complex documents and reports, drafts correspondence to departmental staff, participates in staff meetings, attends trainings, and serves as back up in processing benefits, including but not limited to, Workers Compensation (WC), Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), health, dental, vision, FlexElect, COBEN, COBRA, etc.
	KNOWLEDGE AND ABILITIES <i>Knowledge of:</i> Current office methods, procedures, equipment, basic math principles, laws, rules, regulations, and bargaining contract provisions affecting personnel record keeping, personnel transactions, payroll, and certification processes used in State departments. <i>Ability to:</i> Think logically, multitask, and apply laws, rules, regulations, and bargaining contract provisions concerning personnel transactions; independently interpret and use reference material; give and follow directions; gather data; design and prepare tables, spreadsheets, and charts; advise employees of their rights; consult with supervisors on alternative actions which they may take on various transaction situations; communicate effectively; operate a computer keyboard/terminal; establish and maintain cooperative working relations with those contacted during the course of the work; organize and prioritize work; create/draft correspondence; maintain personnel records;

represent the department on intra/interdepartmental teams; coordinate a variety of personnel/payroll transactions; research critical transactions and recommend alternative solutions.

DESIRABLE QUALIFICATIONS

- General Human Resources Experience
- State Civil Service Leave Processing Experience
- Experience interpreting and applying personnel-related laws, rules, regulations, policies, and procedures.
- Demonstrated ability to work independently with minimal supervision and exercise sound judgement.
- Strong organizational skills, including the ability to manage multiple priorities and deadlines.

OTHER DOMAINS

NA

SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT

- CCHCS does not recognize hostages for bargaining purposes. CCHCS and CDCR have a "NO HOSTAGE" policy, and all incarcerated patients, visitors, nonemployees, and employees shall be made aware of this.

SPECIAL PHYSICAL CHARACTERISTICS

Persons appointed to this position may be reasonably expected to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or to constantly lift, carry, push, pull, or otherwise move objects. Involves sitting most of the time but may involve walking or standing for brief periods of time.

SPECIAL PERSONAL CHARACTERISTICS

- Influence change and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts.
- Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.
- Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.
- Ability to build trust, improve communication, and assist with the transformation of correctional culture.

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE 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'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE