

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

RPA NUMBER 31042	DGS DIVISION / OFFICE or CLIENT AGENCY Office of Human Resources (OHR)	
UNIT NAME Personnel Transactions and Payroll Branch	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 707 3rd Street, West Sacramento, CA 95605	
CIVIL SERVICE CLASSIFICATION Sr. Personnel Specialist	POSITION NUMBER 306-271-1317-025	CBID R01
POSITION ELIGIBLE FOR TELEWORK: ☒ Yes ☐ No	PROBATIONARY PERIOD ☐ 6 Months ☒ 12 Months ☐ N/A	WORK WEEK GROUP 2
WORK SCHEDULE (DAYS / HOURS) Mon-Fri, 8am-5pm	TENURE Perm	
WORKING TITLE Sr. Personnel Specialist - Telework Option	TIMEBASE FT	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): ☐ Yes ☒ No	BILINGUAL POSITION: ☐ Yes ☒ No LANGUAGE NEEDED: ☐ Verbal ☐ Written Proficiency language in: _____	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION ☒ Rank and File ☐ Supervisor ☐ Specialist ☐ Office of Administrative Hearings ☐ Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

POSITION CONCEPT

Under general direction of the Supervisor I, the Senior Personnel Specialist (Sr. PS) assumes primary responsibility for personnel management activities, programs, documents, and records within DGS. Works in a team environment, responsible for using a high degree of judgment in resolving difficult personnel problems and making independent decisions. The Sr. PS will perform the following various duties utilizing the Department of Human Resources (CalHR) Benefits Administration Manual (BAM), State Controller's Office (SCO) Payroll Procedures Manual (PPM) and Personnel Action Manual (PAM), in accordance with applicable laws, rules, and regulations, bargaining contracts and control agencies.

SPECIAL REQUIREMENTS ☐ Medical Clearance ☐ Background Clearance ☐ Typing ☐ DMV Pull Notice ☐ Drug Testing
☐ Vehicle Home Storage Permit ☐ Driver's License and Class (specify below in Description) ☐ Certificate (specify below in Description)
☐ Professional License (specify below in Description) ☐ Other (specify below in Description)

Telework

The employee must reside in California.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	Review and resolve non-routine personnel transactions including, payroll and leave issues and keep management apprised of potential department liabilities. Researches and applies the laws, regulations, bargaining unit agreements, settlement documents, policies, standards and procedures relating to personnel transactions and benefits accordingly. Consult with control agencies as necessary to resolve complex personnel actions. Serve as the Lead over the Personnel Specialists and as subject matter expert on complex transactions and benefits by researching, training, and aiding Transactions staff. Consult and serve as an expert technical resource on the complex and sensitive personnel transaction matters with other programs within HR and the department.

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PERCENTAGE	DESCRIPTION
	Operates State Controller's Office (SCO) System which accesses numerous confidential programs for accurately keying data for personnel transactions.
30%	Train Personnel Specialists on the Fundamentals of personnel and payroll including processing payroll, employment history transactions, health, dental, vision, flex elect, and Coben allowance forms, etc; Reference manuals- Benefit Administrative Manual, Personnel Administrative Manual, State Administrative Manual, etc... and Instruct how to input information into the various systems such as SCO- payroll, personnel and leave accounting, CalPERS, etc... Makes necessary changes or corrections to employee's attendance and payroll records on a monthly basis by reviewing the Absence and Additional Time Worked Report (STD 634) or PAL timesheets and verifying it interfaced with the California Leave Accounting System and/or if correct usage of hours were posted correctly for the specified leave period, in order to maintain accurate state service and leave balances, to ensure integrity of the SCO database. Ensure lower level staff are aware of and understand changes and the impact on processes and procedures. Conduct special studies by reviewing, and auditing transactions/workload in order to ensure performed tasks are accurately processed, including but not limited to CTO, pay differentials and Longevity pay. Prepares documents to generate base pay, overtime pay, holiday pay, climbing pay, and other differential pay for employees in accordance with the State Personnel Board rules and Memorandum of Understanding guidelines. Processes benefit enrollment, change or cancellation for employees, by reviewing submitted health, dental, and vision benefit forms, including supporting documents, for completion and accuracy, utilizing the CalPERS health benefits resources and the CalHR BAM for requirements and eligibility criteria, in order to document appropriate benefit enrollment and/or requested action into CalPERS or send to SCO for processing, to ensure employees and their eligible dependents are enrolled or removed from the applicable program, in accordance with the eligibility rules for the state's health benefit program.
15%	Ensure Transactions staff maintain employee information into the Affordable Care Act System and maintains benefit transactions logs ensuring they are within federally mandated timelines. Train and resolve lower level staff on benefit enrollment, change or cancellation for employees, by reviewing submitted health, dental, and vision benefit forms, including supporting documents, for completion and accuracy, utilizing the CalPERS health benefits resources and the CalHR BAM for requirements and eligibility criteria, in order to document appropriate benefit enrollment and/or requested action into CalPERS or send to SCO for processing, to ensure employees and their eligible dependents are enrolled or removed from the applicable program, in accordance with the eligibility rules for the state's health benefit program.
15%	Processes and collects all outstanding Accounts Receivables (AR) that occurred in their assigned unit, by researching payroll history, utilizing the SCO payroll system, the Financial Information System for California, AR Tracker, Project Accounting and Leave (PAL), referencing SCO's PPM, and various office software to prepare and issue notice of AR Overpayment or Outstanding SA memos to employees, in order to recoup salary overpayment's prior to the statute of limitation, to ensure reduction of overall financial liability to the department and the State.

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PERCENTAGE	DESCRIPTION
5%	Maintains current knowledge of various Bargaining Unit Contracts as well as Managerial and Supervisory classifications. Receives phone calls daily and scheduled virtual meetings with employees and supervisors. Other duties as required in alignment with the Sr. PS classification.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS☐ Travel (Specify the percentage in the travel box below)

- Professional office environment working in standard office configuration, executive offices and cubicles.
- Daily use of laptop computers, phone, copiers, and general office equipment, and related soft ware applications and the Internet.
- May be required to transport documents/material with use of a handcart up to 25 lbs.
- Fast-paced work environment with competing priorities and tight deadlines.
- Occasional Overtime may be required.

DESIRABLE QUALIFICATIONS

- Flexible and willing to learn and thrive in an environment of change
- Outstanding customer services skills
- Ability to multi-task and meet strict deadlines
- Ability to organize research, summarize and convey concepts in a consistent, sensible and approachable manner without loss of technical integrity
- Ability to anticipate problems or difficulties and propose solutions
- Experience in Personnel Transactions
- Knowledge of the process, preparing and collection of Accounts Receivables

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at reasonableaccommodation@dgs.ca.gov)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED
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I have discussed the duties of the position with the employee and certify the duty statement represents an accurate description of the essential functions of the position. I have provided the employee with a copy of this duty statement.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED
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C & P APPROVED BY	DATE SIGNED
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