

**DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
DIVISION OF ADMINISTRATIVE SERVICES
OFFICE OF HUMAN RESOURCES
PAYROLL AND BENEFIT SERVICES UNIT**

NAME: Vacant

JOB TITLE: Personnel Specialist

STATEMENT OF DUTIES: Under the general supervision of the Supervisor I, the Personnel Specialist is responsible for processing payroll documents resolving payroll issues; and preparing and processing human resource documentation for newly hired employees, separating employees, and employees transferring internally or externally. The Personnel Specialist also serves as a subject matter expert on Workday timekeeping procedures tracking the submission of time within Workday, providing specialized support and oversight for the time reporting and absence/leave requests, ensuring compliance with departmental policies, maintaining attendance records for employees on their roster, and providing troubleshooting and training as needed. Additionally, the Personnel Specialist prepares formal letters and memorandums to employees and control agencies related to the previously mentioned duties.

SUPERVISION RECEIVED: Reports directly to the Supervisor I.

SUPERVISION EXERCISED: None

TYPICAL PHYSICAL DEMANDS: Ability to sit and type at a computer terminal for extended periods of time.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office or similar environment. At the office may work in an enclosed office or cubicle in a high rise building and smoke-free environment on the seventh floor of the 1300 I Street building.

ESSENTIAL FUNCTIONS:

30% Processes negative and positive payroll and resolves payroll issues to ensure correct and timely payment of wages in accordance with Gov. Code, § 18003, Personnel Action Manual (PAM), Payroll Procedures Manual, Memorandum of Understanding (MOU) (Bargaining Unit Contracts), State Administrative Manual, Barclays California Code of Regulations, and on-line keying to State Controller's databases. Pay issues could include, but are not limited to, regular pay, overtime pay, premium pay, special pay, and final separation pay. Maintains attendance records for assigned reporting unit(s) which includes vacation, sick leave, annual leave, catastrophic

leave, bereavement leave, jury duty, and other leaves in accordance with the MOU. Monitors, reconciles, and updates employee leave balances on an ongoing basis to reflect the correct leave credit usage and balances for full-time, and part-time, for assigned reporting unit(s). Ensures accuracy of timekeeping and payroll data within Workday by tracking time submission, reviewing for accuracy, and assisting employees and managers in meeting submission deadlines. Provides guidance and technical assistance to employees and supervisors on Workday navigation, time reporting, absence management, and related payroll functions. Interprets and applies the laws and rules governing the state of California in accordance with the PAM, MOU, and the Personnel Management Policy and Procedures Manual.

- 30%** Prepares and processes human resources documentation for newly hired, separated, and transferring employees, including payroll certifications, and system updates within Workday. Coordinates with the Workday System Support Team to ensure timely and accurate leave processing, pay adjustments, and system compliance.
- 20%** Prepares formal correspondence, reports, and memorandums related to payroll, leave, and personnel transactions for assigned reporting units. Monitors and reconciles employee leave balances to ensure accurate payout processing for separations, retirements, and other payroll actions. Assists employees in the Workday resignation process and coordinates final pay. Reviews leave requests and ensures all submission and approvals are completed and compliant prior to processing.
- 10%** Maintains Official Personnel Files for employees for assigned reporting unit(s). Answers telephone or written inquiries from employees, managers, other agencies, etc. regarding personnel and payroll related matters. Provides training and procedural guidance to employees and supervisors on accurate and timely timekeeping, absence submissions, and leave management in Workday. Tracks completion of mandatory timekeeping and payroll trainings, reporting completion date to management as required.
- 05%** Prepares and submits data, reports, documentation, and formal letters and memorandums to employees, programs, and control agencies related to timekeeping, personnel, and payroll related functions for assigned reporting unit(s).
- 05%** Attends regularly scheduled meetings with the Payroll and Benefits management team and participates in additional training as needed to maintain functional knowledge and proficiency.

I have read and understand the essential functions and typical physical demands required of this

job (please check one of the boxes below regarding a Reasonable Accommodation):

- ☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- ☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- ☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- ☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Revised 05/2026