

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM MULE CREEK STATE PRISON	POSITION NUMBER (Agency-Unit-Class-Serial) 025-261-1303-VAR	MCR / HCR 1	
DIVISION / UNIT DIVISION OF ADULT INSTITUTIONS	CLASSIFICATION TITLE PERSONNEL SPECIALIST		
	WORKING TITLE PERSONNEL SPECIALIST		
	TIME BASE / TENURE P/FT	CBID R01	WWG 2
	COI Yes ☐ No ☐		
LOCATION IONE, CA – AMADOR COUNTY	INCUMBENT	EFFECTIVE DATE	
CDCR'S MISSION, VISION AND COMMITMENT			
Mission To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment. Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs. Commitment CDCR and 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.			
DIVISION OVERVIEW			
Incumbents in these classes are distinguished from other classes by being regularly required to apply State laws and departmental and control agency rules and regulations, and bargaining unit provisions pertaining to a variety of personnel transactions in the areas of personnel record keeping, certification, payroll, and personnel documents processing and related personnel transactions functions. The predominant duties of positions in these classes require a thorough and detailed knowledge of appropriate laws, rules, regulations, and contract language pertaining to personnel transactions. Positions in this series are typically located in the headquarters or field personnel offices of a State department or major subdivision, the personnel office of a State institution, and the operating sections of the State Controller's Office. This is a multirange level class, spanning entry through advanced journey levels. Progression through ranges A, B, C, and D is based on meeting the established alternate range criteria, including demonstrated proficiency, knowledge, experience, and satisfactory performance as determined by the supervisor. Under close supervision at the entry level, and under general supervision at the journey and advanced levels, incumbents perform the same			

core duties with increasing independence, efficiency, and expertise in accordance with established procedures. Experienced incumbents in this class may provide functional guidance to lower-level staff.

GENERAL STATEMENT

Under the direct supervision of Personnel Supervisor I, the Personnel Specialist (PS) performs a variety of personnel and/or payroll transactions for a group of approximately 180 employees in a 24-hour facility. These duties include, but are not limited to, appointments, separations, transfers, promotions, and requesting various types of pay.

% 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.
30%	Process, prepare, review, and verify personnel transactions for appointments, separations, transfers, promotions and miscellaneous personnel actions to ensure compliance with applicable laws, rules, regulations, bargaining unit contracts, and departmental policies. Utilize multiple automated personnel and payroll systems, including PIMS, PIPS, CLAS, HIST, PMPPM, PAM, PPM, SPB, PayScale, PTM, Benefits Administration Manual, BIS, Telestaff and other applicable systems, to enter, verify, reconcile and maintain employee information and personnel transactions. Complete required checklists and maintain accurate roster card updates.
30%	Process, prepare, review and verify payroll transactions to ensure compliance with applicable laws, rules, regulations, bargaining unit contracts, departmental policies and State Controller's Office procedures. Reconcile payroll and attendance records; compute salary advances and calculate Fair Labor Standards Act (FLSA) and 7K overtime, premium, holiday, shift differential and other payroll computations, as required. Research and resolve payroll discrepancies, overpayments, underpayments, salary advances and accounts receivables. Authorize the release of salary warrants and process documentation for out-of-class assignments and salary range changes. Review and verify ISA/MSA dates to ensure accurate and timely processing. Prioritize payroll workload to ensure transactions are completed accurately and within established deadlines.
15%	Utilize the California Leave Accounting System (CLAS) to maintain, update, and reconcile leave information, benefit eligibility, state service credits, and leave benefit activity. Audit the Leave Activities and Balances (LAB) Report monthly to ensure the accurate posting and reconciliation of leave transactions. Verify leave balances, vacation change dates, and state service seniority lists. Monitor leave accounting timeframes and ensure leave transactions are processed accurately and in accordance with applicable laws, rules, regulations, bargaining unit contracts and departmental policies.
10%	Provide information and technical assistance to employees, supervisors and managers regarding health, dental, vision, FlexElect, Family Medical Leave benefits, deferred compensation, direct deposit, savings bonds, group legal, miscellaneous payroll deductions, leave balances and other personnel and payroll programs. Respond to personnel and payroll inquiries and assist employees in completing required forms and documentation. Certify employment and salary requests, maintain employee rosters, collect, compile, and prepare data for reports, and prepare correspondence and manual revisions. Maintain, file, and purge documents in the Official Personnel File (OPF) in accordance with departmental policies and record retention requirements.
5%	Utilize the S/4 HANA and Business Information System (BIS) to enter, maintain, review and verify employee information. Ensure personnel and payroll data transfers accurately from SCO systems into BIS and research and resolve discrepancies as needed. Upload and maintain Accounts Receivable transactions in BIS.
5%	Monitor, research, and provide status updates to the Institutional Personnel Officer (IPO), supervisors and other stakeholders regarding various personnel and payroll reports. Research discrepancies, coordinate with appropriate parties to resolve issues, and ensure the timely completion.
5%	Attend training sessions provided by the State Controller's Office Personnel Training Section and other departmental or external training seminars and classes as available. Submit administrative requests including leave, travel, and training requests, in a timely and appropriate manner. Accurately report time worked and submit timesheets by established deadlines.

SPECIAL PERSONAL CHARACTERISTICS		
• Exercise sound judgement and maintain confidentiality when handling sensitive personnel and payroll information. • Establish and maintain effective working relationships with employees, supervisors, control agencies, and other stakeholders while providing professional customer service. • Communicate effectively, both orally and in writing, to explain personnel and payroll laws, rules, regulations, policies and procedures. • Demonstrate strong organizational, analytical, and problem-solving skills while managing multiple priorities and meeting established deadlines. • Demonstrate professionalism by fostering a collaborative and inclusive work environment that promotes teamwork, mutual respect and shared accountability.		
SPECIAL REQUIREMENTS		
• CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all incarcerated people, visitors, non-employees, and employees shall be made aware of this.		
CONSEQUENCE OF ERROR		
• Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and timeline goals, and varying degrees of negative financial impacts to the department.		
To be reviewed and signed by the supervisor and employee:		
EMPLOYEE'S STATEMENT:		
• <i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.</i>		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
SUPERVISOR'S STATEMENT:		
• <i>I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION</i> • <i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE