

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

RPA NUMBER 31078	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, 7th Floor, West Sacramento, CA 95605	
CIVIL SERVICE CLASSIFICATION Personnel Specialist	POSITION NUMBER 306-280-1303-005	CBID R01
POSITION ELIGIBLE FOR TELEWORK: ☒ Yes ☐ No	PROBATIONARY PERIOD ☐ 6 Months ☒ 12 Months ☐ N/A	WORK WEEK GROUP 2
WORK SCHEDULE (DAYS / HOURS) Monday - Friday; 8 a.m. - 5 p.m.	TENURE P	
WORKING TITLE Personnel Specialist	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 the supervision of a Supervisor I, the Personnel Specialist is responsible for the total maintenance, and processing of various personnel transactions for assigned DGS programs and contracted client agencies, utilizing the Department of Human Resources (CalHR), State Controller's Office (SCO) Payroll Procedures Manual (PPM) and Personnel Action Manual (PAM). The average assignment is comprised of approximately 250 full-time, part-time, and intermittent employees who are located throughout the state. This position will promote and be accountable for customer satisfaction and quality service and will initiate or recommend changes that promote innovative solutions to meet customer needs.

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
30%	Maintains DGS and client agencies' personnel and payroll-related information by reviewing various forms and supporting documents, certifying the information provided, and communicating with the SCO, California Public Employees' Retirement System (CalPERS), and/or other control agency and DGS representatives to obtain statuses and updates as needed, in order to key the Personnel Action Request (PAR) and Miscellaneous Payroll/Leave Actions via the SCO database, Payroll Input Process detail screen, to ensure payments are issued timely and accurately.
25%	Reviews submitted health, dental, and vision benefit forms, including supporting documents, for completion and accuracy, by referring to CalPERS health benefits resources and the CalHR's

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PERCENTAGE	DESCRIPTION
	Administration Manual 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.
25%	Makes necessary changes or corrections to employee's attendance and payroll records by utilizing PAL, 634c, 672's, keying and verifying with the California Leave Accounting System 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. Maintain the accuracy of the Leave Accounting Balance (LAB) reports.
15%	Monitors employees salaries by utilizing the SCO payroll system to research payroll history regarding overpayments, Project Accounting and Leave (PAL), and referencing SCO's PPM, in order to recoup salary overpayments (Accounts Receivables) that occurred prior to the statute of limitation, and ensure reduction of overall financial liability to the department and the state.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Performs various office support function such as, answering the main OHR telephone line when coverage is needed, assisting customers with payroll/personnel inquiries at the front counter, and participating in Open Enrollment Outreach in order to provide quality customer service and ensure seamless operation.

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