

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial)				
UNIT NAME AND CITY LOCATED Regional Human Resources Office - Southern		CLASSIFICATION TITLE Personnel Specialist				
		WORKING TITLE				
		COI Yes ☐ No ☐	WORK WEEK GROUP	CBID	TENURE	TIME BASE
SCHEDULE (Telework may be available): ____ AM to ____ PM. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO				
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 Supervisor I, Regional Human Resources Office - Southern, Transactions Unit, the incumbent is responsible for the personnel transactions of an assigned roster of approximately 180+ employees. Duties include, but are not limited to, the processing of attendance and payroll for employees in a variety of bargaining units, as well as excluded employees. Under the guidance of the supervisor, incumbent will be responsible for interpreting and applying personnel related laws, rules, regulations, policies, and Memorandum of Understanding and performing salary determinations. Incumbent is expected to become increasingly independent consistent with training and on the job experience.						
% 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. (Use addition sheet if necessary)					
	ESSENTIAL FUNCTIONS					
45%	Responsible for the processing and keying of various personnel documents for an assigned roster of employees. These tasks include processing Personnel Actions Requests (PAR's) and Employee Action Requests (EAR's) utilizing the State Controller's Office computer system. Makes independent decisions regarding numerous personnel transactions (including salary determinations) in accordance with various laws/rules/policies and Memoranda of Understanding. Initiates and keys appropriate documentation for overtime payment. Processes employees' holiday and shift differential pay, if appropriate. Processes employee docks and a variety of special pays. Updates the California Leave Accounting System with to					

	ensure accurate leave balances are maintained. Process payroll documents for regular salary, overtime, shift, MOD, incentive pay, uniform allowance, etc. Responsible for processing and monitoring FMLA, CTB, NDI, IDL and TD benefits for eligible employees. Monitor and process Military Leave as per CalHR regulation and departmental policies and procedures. Track and update Seniority points utilizing State service calculations. Track 25-Year State Service Award for all eligible employees. Monitor hours worked for permanent intermittent employees, retired annuitants and student assistants. Process garnishments and levies, research and monitor collections, establish accounts receivables and prepare salary advances. Reconcile payroll with payroll request documentation and clear salary advances and account receivables. Prepare and process lump sum calculation calendar and payments.
30%	Initiates appropriate documentation for employee garnishments, payroll adjustments, out-of-class assignments, accounts receivable, Non-Industrial Disability Leave, uniform allowance, and salary advances and account receivables. Process personnel documents for appointments, transfers, terminations, adverse action ensuring timely payment of pay, benefits or the restoral of leave credits. Type and process benefit documents for Health, Dental, Vision, Life Insurance, Flex Elect and COBRA. Research information for employee inquiries regarding personnel/payroll issues. Responds to telephone inquiries and completes both verbal and written employment verifications. Researches and resolves payroll and leave accounting discrepancies.
20%	Completes and maintains proper documents necessary for payroll reconciliation. Updates and maintains manuals. Maintain attendance records and audit against Monthly Leave Activity & Balances Report (LAB). Reconcile Monthly Payroll Warrant Registers to the Monthly Time and Attendance Records (672). Completes and maintains proper documents necessary for payroll reconciliation. Maintain attendance records and audit against Monthly Leave Activity & Balances Report (LAB). Reconcile Monthly Payroll Warrant Registers to the Monthly Time and Attendance Records (672). Audit all absences on the Employee Attendance Record (998-A) for accuracy and substantiation Provide guidance/assistance to timekeepers. Manually post information into the California Leave Accounting System (CLAS). Attends and participates in regular staff meetings. Updates and maintains manuals.
5%	Maintain Personnel files and various computer databases used in the preparation of reports. Participates in special projects as determined by his/her supervisor. Acts as technical expert for management, hiring supervisors and employees regarding various personnel transactions issues. Performs other duties as required and meets annual In-Service Training requirements.
	KNOWLEDGE AND ABILITIES <i>Knowledge of:</i> Current office methods, procedures, equipment, and basic math principles. <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. DESIRABLE QUALIFICATIONS SPECIAL PERSONAL CHARACTERISTICS: Accuracy and thoroughness in performance of tasks and ability to work in harmony with others in both professional and clerical occupational groups. Excellent skills in grammar, spelling, punctuation, and proper usage of the modern English language. Ability to interpret written material; edit written material; write effectively; analyze written and numerical data accurately, and follow oral and written instructions; clear and concise expression and oral presentations, written reports and correspondence.

	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 <u>Extended Periods:</u> Duties are performed sitting at desk and on computer most of the time. <u>Brief Periods:</u> Walking or standing. <u>Occasional:</u> Lift up to 10 lbs (files, documents). 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>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i>		
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