



GAVIN NEWSOM
GOVERNOR

STATE OF CALIFORNIA
GOVERNOR'S OFFICE OF BUSINESS AND ECONOMIC DEVELOPMENT (GO-BIZ)

POSITION DUTY STATEMENT

Classification Title Analyst III	Unit Human Resources - Payroll	Name Vacant
Working Title Benefits and Payroll Analyst	Position Number 373-100-5402-XXX	Effective Date

GENERAL STATEMENT:

The Governor's Office of Business and Economic Development (GO-Biz) is comprised of approximately 240 employees and serves as the State of California's leader for job growth, economic development, and business assistance efforts. Our teams are comprised of experts spanning diverse industries, geographic regions, and business backgrounds.

Under the general direction of the Supervisor I (Assistant Personnel Officer) within the Human Resources Unit, the incumbent serves as a highly experienced specialized analytical resource responsible for independently analyzing, coordinating, and administering the more responsible, varied, complex and sensitive personnel, benefits, leave, disability, time reporting, and payroll-related matters for GO-Biz. The incumbent provides consultation and guidance to management, employees, and Human Resources staff on more responsible, varied, complex and sensitive personnel transactions and ensures the appropriate application of applicable laws, regulations, statewide policies, and bargaining unit agreements.

The incumbent independent research evaluates more responsible, varied, complex and sensitive personnel and payroll issues, interprets and applies federal and state laws, regulations, California Department of Human Resources (CalHR) policies, and bargaining unit provisions, and develops recommendations to resolve sensitive or non-routine matters. Responsibilities include oversight and analysis of specialized benefits and leave programs, including Family and Medical Leave Act (FMLA), Non-Industrial Disability Insurance (NDI), State Disability Insurance (SDI), leave balances, disability pay, time reporting, and other payroll functions. The incumbent identifies trends, evaluates processes and controls, recommends improvements, and assists in developing and implementing procedures to ensure compliance, accuracy, and consistency in the administration of personnel and payroll programs.

ESSENTIAL FUNCTIONS:

35%	Benefits/Leaves Benefits Serves as a specialized analytical resource in the administration and application of disability and protected leave programs, including IDL, TD, NDI, SDI, Catastrophic Leave, FMLA,
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	CFRA, and PDL. Independently analyzes and resolves more responsible, varied, complex and sensitive leave matters by interpreting applicable laws, regulations, bargaining agreements, control agency requirements, and department policies. Reviews medical and employment documentation, determines eligibility and entitlement, processes cases from initiation through closure, and prepares appropriate correspondence. Provides specialized guidance and recommendations to employees, supervisors, and managers regarding the more responsible, varied, complex and sensitive leave matters, including coordination of benefits, exhaustion of leave options, and available alternatives. Coordinates NDI and SDI benefit matters with EDD and other parties to resolve the more responsible, varied, complex and sensitive eligibility, benefit, and compensation issues. Processes industrial injury payroll and workers' compensation actions, including attendance reconciliation, restoration of leave credits, employment history updates, and related payroll documentation. Research changes in laws, regulations, bargaining agreements, and control agency requirements and evaluate their impact on leave administration. Research unusual or disputed cases, resolve discrepancies, provide recommendations on complex cases and program issues, and assist with refining procedures and coordinating specialized assignments.
15%	Payroll/Transactions Responsible for all payroll functions for the department. Performs the more responsible, varied, complex and sensitive payroll analysis and transactions, including salary determinations, appointments, payroll adjustments, overtime, special pay, shift differentials, and other compensation actions. Independently reconciles and certifies monthly master payroll through the State Controller's Office (SCO) Master Payroll Certification (MPC) system and monitors the Payroll Warrant Register to identify and resolve discrepancies, ensure accurate warrant issuance, and properly apply warrants to salary advances (SAs) and accounts receivable (A/Rs). Researches the more responsible, varied, complex and sensitive pay issues, calculates and processes SAs, and coordinates timely resolution of payroll discrepancies to ensure accurate employee compensation. Establishes, monitors, and resolves A/Rs and SAs, including researching discrepancies, determining appropriate corrective action, and communicating requirements to employees. Processes and monitors wage garnishments and evaluates disposable income calculations and deductions for compliance with applicable laws, rules, regulations, and control agency requirements. Provides guidance and recommendations to employees, supervisors, and managers regarding the more responsible, varied, complex and sensitive payroll transactions and compensation issues and may coordinate specialized payroll assignments or provide technical guidance to other staff.
10%	Research/Analytical Support Interprets and maintains working knowledge of laws, rules, regulations, bargaining unit contracts, and control agency requirements affecting personnel transactions, payroll, benefits, and record keeping. Researches and analyzes the more responsible, varied, complex, sensitive or unusual issues using CalHR, SPB, SCO, CalPERS, and departmental resources; evaluates the impact of changes in policies, procedures, and guidance; and provides recommendations and information to leadership and staff regarding appropriate resolutions. Resolves employee issues involving payroll, benefits, and personnel transactions by applying applicable contractual, regulatory, and departmental requirements. Develops and maintains reference materials, procedures, and guidance related to assigned functions and prepares clear and concise memoranda and correspondence to explain actions,

	request approvals, or provide information. Provides guidance and orientation to new team members on personnel transaction procedures and systems and serves as a technical resource for staff on complex or sensitive assignments. Performs other assignments and duties as assigned by the Assistant Personnel Officer and/or Human Resources Director that are appropriate to the Analyst III classification. Assists Human Resources staff with the more responsible, varied, complex, sensitive and highly confidential personnel matters, projects, and reports requiring discretion, sound judgment, and appropriate handling of sensitive information.
10%	Onboarding and Separation Processes appointments for new employees and provides guidance on required personnel documentation, salary, health and dental insurance, leave benefits, and other employee benefits. Conducts employee orientations and advises employees on benefit options, eligibility, and applicable requirements. Researches and resolves the more responsible, varied, complex, sensitive and unusual appointment, salary, and benefit issues and provides guidance to employees and management as appropriate. Processes and reviews documentation for employee separations, retirements, and transfers to ensure accurate and timely completion of personnel, payroll, and benefit actions. Ensures final wages and applicable leave payments are accurately processed and coordinates resolution of discrepancies or complex issues. Advise separating employees regarding COBRA and continuation of benefits, ensuring required notifications and documentation are completed in accordance with applicable laws, regulations, bargaining agreements, and departmental procedures.
5%	Timesheets/Leave Balances Audits, analyzes, and processes employee leave and timekeeping records using applicable systems to ensure compliance with bargaining unit contracts, Personnel Management Liaison Memoranda (PMLs), laws, regulations, and departmental policies. Research and resolve complex discrepancies involving leave usage, accruals, and time worked, including part-time, student assistant, and temporary employee hours, and takes appropriate action to ensure applicable time limits and requirements are met. Maintains the California Leave Accounting System (CLAS) through monthly audits of timesheets and leave records, researching and correcting discrepancies, and updating employee leave usage and earnings. Provides guidance and recommendations on complex leave accounting issues and coordinates resolution with employees, supervisors, payroll, and other appropriate parties.
5%	Personnel File Maintenance Maintains and reviews employee Official Personnel Files (OPFs) to ensure personnel records are accurate, complete, and maintained in accordance with State policies, record retention requirements, applicable laws, and confidentiality standards. Research and obtain personnel records from other State departments and agencies to support complex personnel transactions and employment actions. Reviews records for completeness and accuracy, identifies and resolves discrepancies, and ensures personnel documents are properly filed, maintained, and safeguarded.
5%	Review/Quality Assurance Audits State service and reconcile employee leave balances using SCO and internal reports

	to ensure records are accurate and current. Research and resolves discrepancies and completes required input and correction documents to update employee records. Reviews and responds to automated reports, prepares recurring monthly and annual reports for internal and external agencies, and validates supporting documentation for accuracy and completeness. Maintains organized records and documentation to support audits, compliance, and records retention requirements.
MARGINAL FUNCTIONS:	
5%	Attend required training and maintain current knowledge of applicable laws, regulations, policies, procedures, and systems. May serve as a lead resource within the unit by providing technical guidance and assistance to new and less experienced staff, coordinating work assignments, and supporting consistent application of procedures. May serve as operational backup to the supervisor in their absence by assisting with day-to-day unit activities and resolving routine operational matters within established authority.
5%	Assist as the backup for workers' compensation (WC) claims including initial injury to closure. Communicate regularly with injured workers, State Compensation Insurance Fund (SCIF) claim adjusters, and rehabilitation counselors regarding issues of benefits, claims management, settlement options and policy. Provide periodic statistical and status reports to management. Work with the Assistant Personnel Officer to develop strategy for WC mandatory settlement conferences and trials. Work closely with the Assistant Personnel Officer regarding the injured employees' pay, benefits, and return to work limitations. Research, review, reconcile, and submit SCIF audits and/or requests. Attend meetings with SCIF to review potential accommodations for employees early RTW by identification of limited duty assignments or modified work options, discuss pertinent/problematic cases with claim adjusters, department supervisors/managers. Attend forums/meetings.

SUPERVISION EXERCISED
None

SUPERVISION RECEIVED
The Analyst III will work under the general direction of the Assistant Personnel Officer (Supervisor I), in the HRU, receives functional guidance of the Supervisor I (Specialist) and sometimes receives general direction of the HR Director (Supervisor II).

PUBLIC AND INTERNAL CONTACTS
During the course of work, the incumbent has regular contact with SCO, CalHR, SPB, other governmental agencies, private citizens and appointed and elected officials. These contacts require a high degree of sensitivity and an awareness of the functions and protocols, and interrelations of various government and private organizations.

INITIATIVE AND INDEPENDENCE OF ACTION
The position requires a high degree of creativity and initiative in identifying and finding solutions to non-routine problems and issues. It requires proper judgment and accurate assessment of the significance of sensitive situations and activities. It requires the accurate setting of priorities along with good time management to ensure completion of work activities within specific time frames.

CONSEQUENCE OF ERROR
Significant errors, poor judgment, and lack of professionalism could result in the loss of economic growth and job creation in California.

CERTIFICATION

This position statement fairly represents the responsibilities and reporting relationship of the position. If any aspect of this statement is substantially changed, a new statement will be prepared and submitted to the Human Resources Office.

I have read and understand the duties listed above and can perform them either with or without reasonable accommodation. Reasonable accommodation needs should be discussed with your hiring supervisor. If you are unsure whether you require reasonable accommodation, please inform your supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.

EMPLOYEE'S ACKNOWLEDGEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THIS POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT

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 Name (Printed)	Employee Signature	Date
<i>Analyst III</i>		

SUPERVISOR'S ACKNOWLEDGEMENT: I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH AND HAVE PROVIDED A COPY OF THIS DUTY STATEMENT TO THE EMPLOYEE NAMED ABOVE.

Supervisor's Printed Name	Supervisor's Signature	Date
<i>Supervisor I</i>		