

DUTY STATEMENT

Employee Name:	Position Number: 580-120-1303-XXX
Classification: Personnel Specialist	Tenure/Time Base: Permanent/Full-Time
Working Title: Payroll and Benefit Specialist	Work Location: 1615 Capitol Avenue, Sacramento CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Human Resources Division	Branch/Section/Unit: Employee Relations and Resource Branch/Payroll and Benefit Services Section/Payroll and Benefit Services Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by performing a variety of personnel and payroll functions for a roster of CDPH employees pertaining to appointments, separations, benefits, payroll, and leave accounting.

The Personnel Specialist (PS) serves as a resource and is tasked with handling the increasingly complex and difficult personnel and payroll processes and issues. This includes researching critical personnel problems; recommending alternative solutions; and applying and interpreting laws and rules from available reference manuals and other related revisions issued by the State Personnel Board (SPB), California Department of Human Resources (CalHR), State Controller's Office (SCO),

California Public Employees Retirement System (CalPERS), and the CDPH. The PS prepares management reports, spreadsheets, and charts; drafts correspondence; functions as a team member on personnel related projects; and may provide functional guidance to lower-level staff.

The incumbent works under the supervision of the Unit Chief, a Staff Services Manager I of the Payroll and Benefit Services Unit.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☐ Travel:
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 30% Appointments and Change Documentation:** Manage and process employment history documentation, including appointments, separations, promotions, retirements, changes of time base, merit salary adjustments, alternate range movements, and other changes generated via ServiceNow Human Resources Service Delivery System (SNOW HRSD); reviews Request for Personnel Actions (RPAs) for completeness and accuracy; process new hires, promotions, transfers, permissive and mandatory reinstatements, retired annuitants, exempt, limited term, and emergency appointments. Determine appropriate salary and enter personnel document information into the State Controller Office (SCO) employment history database system.
- 20% Payroll Processes:** Reconcile and release master payroll, overtime, and other supplemental warrants; process payroll documentation through SCO's automated payroll systems; maintain and file warrant registers; report exceptions to payroll, such as name changes, docks, and separations; calculate and prepare salary advances; establish accounts receivable for overpayments; process wage garnishments and court ordered Chapter XIII proceedings; and prepare documents per court-ordered subpoenas and employment verifications.
- 15% Benefits Administration:** Provide employees with benefit information for such programs as health, dental, and vision; Flex Elect; retirement; financial services; and various insurance. Brief and enroll new CDPH employees in benefit programs and process enrollments, changes, and cancellations.
- 15% Timekeeping and Leave Balances:** Audit accrual and usage of sick leave, vacation, Voluntary Personal Leave Program (VPLP), holiday, compensating time off (CTO), etc. Input leave data into the California Leave Accounting System (CLAS) monthly; maintain accurate leave balances (e.g., vacation and annual leave, personal and family sick leave, excess hours from alternate work schedules, VPLP, and CTO) and ensure the upkeep of employee Official Personnel Files.
- 15% Customer Service/Technical Authority:** Provide technical assistance to CDPH personnel in

the interpretation of payroll procedures. Address and resolve transaction problems arising from employment history and payroll documentation. Provide technical expertise to department staff by utilizing various reference sources, including the Personnel Transactions Manual, Payroll Procedures Manual, SPB Laws & Rules, CalHR Regulations SPB/CalHR Policy Memos, and PERS Manuals.

Marginal Functions (including percentage of time)

- 5%** Assist in the data completion by responding to research requests for various special projects. Perform other work-related duties as required.

☐ I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: JC

Date: 05/05/25