

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Personnel Specialist	<i>Personnel Specialist</i>
NAME OF INCUMBENT:	POSITION NUMBER:
	280-338-1303-XXX
SECTION/UNIT:	SUPERVISOR'S NAME:
Payroll Services Group	
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Human Resources Services Division	Personnel Supervisor I
BRANCH:	REVISION DATE:
Administration Branch	8/21/2018
Duties Based on: ☒ Full Time ☐ Part Time – Fraction _____ ☐ Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
Check all that apply: ☐ Conflict of Interest Filing (Form 700) Required ☐ May be Required to Work in Multiple Locations ☐ Requires DMV Pull Notice ☐ Travel May be Required ☐ Call Center/Counter Environment ☒ Requires Fingerprinting & Background Check ☐ Bilingual Fluency (<i>specify below in Description</i>) ☐ Other (<i>specify below in Description</i>)	
Description of Position Requirements (e.g., <i>qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.</i>): Click here to enter text.	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Summary Statement (Briefly describe the position's organizational setting and major functions): Under close supervision at the entry level of the Personnel Supervisor I, and under general supervision at the journey level of the Personnel Supervisor I, incumbent is responsible for performing a wide variety of progressively difficult and complex duties within the personnel transactions field. Duties include, but are not limited to, accurately and independently interpreting and applying personnel related laws, rules, regulations, agency policies and procedures of the State Personnel Board, California Department of Human Resources, California Public Employees Retirement System, State Controller's Office, and bargaining contracts related to personnel appointments, payroll, benefits and attendance records; act as liaison between employees and control agencies to ensure personnel and payroll documents are processed accurately and timely; maintaining an assigned roster of full-time, part-time and intermittent positions; utilizing a high degree of independence and problem-solving ability, researching personnel problems to provide alternative recommendations or solutions; and keeping supervisor proactively informed of progress and potential problem areas.	
Percentage of Duties	Essential Functions
40%	<u>Appointment and Change Documentation:</u> Process employment history documentation for appointments, separations, promotions, retirements, changes of time base, merit salary adjustments, and alternate range movement; process new hires, promotions, transfers, permissive and mandatory reinstatements, retired annuitants, limited term appointments, and training and development assignments; determine

	appropriate salary; enter personnel documents into the State Controller's Office (SCO) database; update Human Resource Information System; maintain accurate employment history by correcting errors in the SCO system in accordance with the Personnel Action Manual and control agency's instructions; process transactions for name, address and withholding allowance changes. Use various reference manuals, current laws, rules and regulations.
25%	<u>Payroll Processes:</u> Reconcile and release master payroll, overtime, and other supplemental warrants utilizing SCO's View Direct report system; process payroll documentation through SCO's automated payroll system; calculate overtime rate, special pays, shift differentials, out of class, military and holiday pay to accurately compensate employees; calculate and prepare salary advances to issue correct pay; release payroll warrants and salary advances to ensure accurate and timely receipt by the employee; maintain and file warrant registers; report exceptions to payroll; process, track and/or collect withholdings for salary overpayments, court orders, etc., process employment verifications; compute final compensation and benefits for separating employees to ensure timely payment of wages.
10%	<u>Benefits Administration:</u> Provide information to employees and process enrollments, changes and cancellations for benefits, such as health, dental, vision, FlexElect, direct deposit, long term disability, retirement, direct pay, COBRA, and various insurance; enter information into the SCO's Affordable Care Act System to enroll, change or cancel health benefits; track intermittent hours to ensure timely benefit enrollment; provide information to employees on deferred compensation, voluntary personal leave program, alternate work schedules, and the VTime program.
10%	<u>Attendance and Leave Balances:</u> On a monthly basis, audit sick leave, vacation, personal leave, holiday, compensating time off, etc., accrual and usage, accurately entering information into SCO's leave accounting system; maintain the accuracy of employees' leave balances by correcting errors timely; process and track hours worked for intermittent, part-time, seasonal and retired annuitants to ensure time limits are not exceeded; track Family Medical Leave Act and Catastrophic Leave usage to ensure compliance with laws, rules and department policy.
5%	<u>Customer Service:</u> Provide assistance to attendance clerks/personnel liaisons in the interpretation and/or application of rules and regulations, employee rights and benefits; application of contract provisions and payroll procedures; independently resolve transaction problems arising from employment history and payroll documentation; utilize various reference sources, such as the Payroll Procedures Manual, control agency laws, rules and regulations, payroll/personnel/leave accounting letters and internal Department reference material; independently compose correspondence and answer telephone inquiries from employees and attendance clerks, ensuring communications are clear, concise, relevant and accurate.
Percentage of Duties	Marginal Functions
5%	Assist in the completion of data and respond to research requests for various special projects. Participate as a team member on personnel/payroll related projects.
5%	Other duties as assigned.

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4. WORK ENVIRONMENT *(Choose all that apply)*

Standing: Frequently - activity occurs 33% to 66%	Sitting: Frequently - activity occurs 33% to 66%
Walking: Frequently - activity occurs 33% to 66%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%

Other: *Click here to enter text.*

Type of environment:

☐ High Rise ☒ Cubicle ☐ Warehouse ☐ Outdoors ☐ Other:

Interaction with customers:

☐ Required to work in the lobby ☐ Required to work at a public counter
☒ Required to assist customers on the phone ☒ Required to assist customers in person
☐ Other:

5. SUPERVISION

Supervision Exercised: None

6. SIGNATURES

Employee's Statement:

I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.

Employee's Name:

Employee's Signature: _____ Date: _____

Supervisor's Statement:

I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.

Supervisor's Name:

Supervisor's Signature: _____ Date: _____

7. HRSD USE ONLY

Classification and Pay Unit (CPU) Approval

☒ Duties meet class specification and allocation guidelines.	CPU Analyst initials	Date approved
☐ Exceptional allocation, 625 on file.	nsw	03/16/26

Reasonable Accommodation Unit use ONLY *(completed after appointment, if needed)*

If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations made:

Click here to enter text.

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Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file