

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM High Desert State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 934-261-1303-XXX		MCR / HCR 1 / D	
DIVISION / UNIT Business Services Division		CLASSIFICATION TITLE Personnel Specialist			
		WORKING TITLE Personnel Specialist			
		TIME BASE / TENURE P/FT	CBID R01	WWG 2	COI Yes ☐ No ☐
LOCATION Personnel		INCUMBENT		EFFECTIVE DATE	
CDCR'S MISSION and VISION					
Mission To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.					
Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.					
COMMITMENT					
CDCR and 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.					
DIVISION OVERVIEW					
Under the general direction of the Personnel Department.					
GENERAL STATEMENT					
Under the direction of the Personnel Supervisor I, the Personnel Specialist applies laws, rules and regulations concerning personnel transactions, payroll, benefits and various documents. Independently interprets reference materials and follows oral and written directions. Communicates with employees both verbally and in writing of their entitlements. Utilizes various computer systems. Maintains personnel records including the Official Personnel File.					
% 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.			
25%		Responsible for the Processing and keying of various personnel documents for an assigned employee roster. This includes Personnel Action Requests (PAR's) and Employee Action Requests (EAR's) through the State Controller's Office Computer system. Applies the appropriate Laws and Rules utilizing various manuals for documentation. Provides orientation for new employees and informs employees of options on all benefits. Documents and processes employee health, dental and/or flex elect benefits. Prepares and/or reviews personnel/payroll related materials for accuracy.			
25%		Initiates and keys appropriate documentation for overtime including the processing, calculating and keying of overtime for employees. Process employees' holiday and shift differential pay. Keys employee pay docks and variety of special pays. Updates various computer programs such as Business Information Systems (BIS), California Leave Accounting System (CLAS) and Fair Labor Standards Act (FLSA) with changes, additions and deletions.			

20%	Initiates appropriate documentation for employee garnishments, payroll adjustments, out-of-class assignments, accounts receivable, Industrial Disability Leave, Non-Industrial Disability Leave Insurance, State Disability Leave Insurance, uniform allowance, other various premium pay transactions, and salary advances. Answers inquiries from employees and the public. Responds to telephone inquiries and completes both verbal and written employment verifications. Files confidential personnel documents. Ensures compliance with the Federal Information Practices Act regarding the release of confidential information.
20%	Completes and maintains proper documents necessary for position control and payroll reconciliation. Purges, organizes, and maintains Official Personnel Files, and various personnel manuals and warrant registers. Audits CLAS attendance records to ensure employee's leave record is accurate. Attends and participates in staff meetings. Provides recommendations for personnel desk manuals. May act as Personnel Supervisor I or lead person in his/her absence. May assist in personnel receptionist duties in his/her absence.
5%	Research, compiles, types, properly prepares and submits various reports and special projects as determined by his/her supervisor. Have good working knowledge of calculators, programmable calculators, typewriters, copiers, video display terminals, and various computer systems. Responsible for the confidentiality of employee information.
5%	Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time and submit timesheets by the due date.

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 through observation and building rapport.
- 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.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all prison incarcerated individuals, visitors, nonemployees, and employees shall be made aware of this.

CONSEQUENCE OF ERROR

- Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and timeline goals, and varying degrees of negative financial impacts to the department.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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SUPERVISOR'S STATEMENT:

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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