DUTY STATEMENT
DS 3022 (09/2026)

DEPARTMENT OF DEVELOPMENTAL SERVICES
ADMINISTRATION DIVISION
HUMAN RESOURCES BRANCH
PAYROLL AND SPECIAL PROJECTS
DUTY STATEMENT

JOB TITLE: Senior Personnel Specialist **POSITION #:** 472-521-1317-001

EMPLOYEE:

POSITION DESCRIPTION: The Senior Personnel Specialist assumes responsibility for performing a full range of highly technical, difficult, complex and sensitive payroll assignments. Utilizes a high degree of independence and judgment in resolving personnel problems and issues. Acts as an expert staff resource providing consultation in the most sensitive and complex personnel areas. Required to have a thorough and detailed knowledge of and apply State laws, Departmental and Control Agency rules and regulations, and bargaining unit contract provisions.

SUPERVISION EXERCISED: None.

SUPERVISION RECEIVED: Reports directly to and under general direction of the Supervisor I.

EXAMPLES OF DUTIES

Essential Job Functions:

35% As the expert resource person in all areas of Personnel Transactions, develop and deliver training to Personnel Specialist and provide input to the Personnel Supervisor I of areas of improvement and proficiency. Review, monitor, and evaluate work of less experienced Personnel Specialist and provide input to the Personnel Supervisor II of areas of improvement and proficiency. Serve as a lead for special projects within the Transactions Unit. This includes identifying process improvements and making recommendations for compliance requirements. Monitor, review, and research approved pay differentials and identify department impact and eligibility for processing. Manage the California Leave Accounting System, which includes monthly auditing of leave balances usage and earns. Ensure compliance with the Affordable Care Act requirements for all state employees and health benefits. Serve as a backup and reconcile monthly payroll for all department Headquarter staff on approved Leave of Absence (LOA), including State Disability Insurance, Paid Family Leave, Non-Industrial Disability Insurance (NDI), NDI-Family Care Leave (NDI-FCL), Industrial Disability Leave (IDL/IDL-S), Enhanced Industrial Disability Leave (EIDL),Temporary Disability (TD/S), and Workers' Compensation payroll ensuring compliance with state and federal laws, policies, and regulations.

25% Independently interpret state laws and rules regarding personnel transactions. Work closely with control agencies to ensure correct application of government code, laws and rules. Serve as a lead for special projects within the Transactions Unit. Assist Developmental Center staff with payroll related guidance and training. Ensure accurate and timely processing of all documentation. Gather data for compliance audits, identifying process improvements and making recommendations for compliance requirements.

20% Collaborate and provide subject matter expertise to the Human Resources Policy Analyst on Department policies and procedures, by interpreting civil service laws, rules, regulations, and procedures in relation to Department transaction duties and responsibilities. Provide recommendations, develop, and make recommendations to add, amend, update internal forms. Makes recommendations and implement improvements for the internal LOA process. Work closely with control agencies to ensure correct application of government code, laws and rules.

15% Research, consult and advise management and employees on varied transactions issues. Advise supervisors of alternative actions which they may take regarding personnel transactions issues. Consult with, advise and make recommendations to the Staff Services Manager I relative to personnel policies, standards, rules, and procedures of the California Civil Service System.

Marginal Job Functions:

5% Gather data and prepare reports as requested by management, or Branch Chief. Acts as a Subject Matter Expert for Personnel Transactions staff and is assigned difficult and complex personnel and payroll matters, such as special projects, as needed. Other duties assigned of the scope of the classification. May provide coverage during attrition as needed. This position may serve as the Departments State Controller's Office security monitor.

WORKING CONDITIONS: Occasional overnight statewide travel may be required. This position is a hybrid, in-office/telework position, and may be subject to change. Incumbent can be required to report to the office, or any designated location at any time. Telework agreements can be modified and/or cancelled at any time.

DESIRABLE QUALIFICATIONS:

Knowledge of: Current office methods, procedures, equipment, and basic math principles; laws, rules, regulations, and bargaining contract provisions affecting personnel record keeping, personnel transactions, payroll, and certification processes used in State departments.

Ability to: Think logically, multi-task, 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; represent the department on intra/interdepartmental teams; coordinate a variety of personnel/payroll transactions; research critical transactions and recommend alternative solutions.

CERTIFICATION OR LICENSE: None.

Employee Name (Print)	Employee Signature	Date
Supervisor Name	Supervisor Signature	Date

Employee and Supervisor acknowledge that by signing this Duty Statement that they have discussed and agree to the expectations of the position.