

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Administrative Services	POSITION NUMBER (Agency-Unit-Class-Serial) 065-572-1303-006	MCR / HCR 1	
DIVISION / UNIT Human Resources Personnel Operations & Support Statewide Support Unit Statewide Transactions Support	CLASSIFICATION TITLE Personnel Specialist		
	WORKING TITLE Personnel Specialist		
	TIME BASE / TENURE Perm/FT	CBID R01	WWG 2
LOCATION Sacramento, CA	INCUMBENT	EFFECTIVE DATE	
CDCR'S MISSION, VISION and COMMITMENT			
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			
The Statewide Transaction Support Unit provides comprehensive and consistent communication and support to institutional and headquarters transactions staff, providing exemplary customer service statewide. This unit oversees multiple transaction-related audits, tasks, as well as managing strategic rosters for processing employee pay, and keying items statewide into the State Controller's Office (SCO) system.			
GENERAL STATEMENT			
Under the general direction of the Personnel Supervisor I in the Statewide Transactions Support Unit, this Personnel Specialist (PS) will experience a variety of PS functions. Working in a customer service-oriented environment, the PS provides institutional support, performing in handling statewide A01 verifications, as well as verifications of employment from external customers. This position will also support Specialist rosters for CDCR's headquarters and field institutions, including processing and assisting with Accounts			

Receivables (ARs) statewide. The PS researches critical personnel problems and recommends alternative solutions, requiring a thorough and detailed knowledge of appropriate laws, rules, and regulations from the California Department of Human Resources (CalHR), State Controller's Office (SCO), California Public Employees Retirement System (CalPERS), and other control agencies. In addition, this position is responsible for reviewing various control agency letters, memos, bargaining unit contract provisions, and developing/revising internal procedures. This position is regularly required to complete a variety of personnel transactions, and a wide range of related personnel transactions functions while consistently exercising a high degree of confidentiality, initiative, responsibility, independence, and customer service when performing assigned tasks. This position requires the use of Business Information System (BIS) data for many daily activities.	
% 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.
40%	Provides institutional support performing A01 verifications for employment purposes, and verifications of employment for external customers. Responsible for monitoring, tracking, and processing CalPERS Service Credit Purchase requests for a roster of institutions, ensuring timely processing within the stringent timeframe allotted. Disseminates communication related to statewide personnel audits, including the collection and reporting of audit findings..
20%	Responsible for processing and keying personnel documents. These tasks include processing personnel Action Requests (PARs) and Employee Action Requests (EAR) forms using the State Controller's Office (SCO) computer system and a variety of manuals. Initiates and keys appropriate documentation for supplemental pay and/or overtime. Process employee's holiday and shift differential pay, if applicable. Updates the California Leave Accounting System to ensure accurate leave balances are maintained. Assist with processing Adverse Actions, to include documentation, timely submission, and reconciliation of stipulated agreements.
20%	Works in partnership with institutions on a roster, and in coordination with the AR/SA unit to complete accounts receivables, ensuring the timely establishment, collection, and clearing of outstanding aged items. Monitors the AR Aging Report to ensure proper documentation on the progress and collection of AR's and ensures proper coding and substantiation is input in BIS. Assists with institutions and HQs staff to assist with existing backlog. Researches and resolves complex AR/SA issues. Act as a member of the Statewide Support Section, including but not limited to joining institutional strike teams to address training and support requests from the field.
15%	Responds to inquiries from the field via HR Customer Connect. Researches, reviews, interprets, analyzes, and applies various laws, rules, regulations, policies, bargaining unit contracts/memorandums of understanding, and control agency pay letters.
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.
PEICIAL 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 incarcerated people, visitors, non-employees, 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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