

☐	Current
☒	Proposed

Classification / Working Title Personnel Specialist	Employee Name								
Position Number 014-003-1303-020	Supervisor Name / Classification Gina Saldana/Personnel Supervisor I								
Division / Branch / Unit Administrative Services Division / Human Resources Branch / Transactions Unit	Effective Date								
Collective Bargaining Unit Identifier (CBID) R01	Work Week Group (WWG) 2								
Tenure Permanent	Time-base Full Time								
Physical CDFA Headquarters Location 1220 N Street, Suite 242, Sacramento, CA 95814	Division / Program Hyperlink www.cdfa.ca.gov								
As an employee of the California Department of Food and Agriculture (CDFA), we are stewards of public resources, we operate in a transparent, authentic, and ethical manner and are accountable for our actions. We expect true, open partnership with our colleagues within CDFA and with our partners outside of CDFA. We demonstrate courtesy, dignity, compassion, and consideration in every interaction. Together, we strive to create a workplace and implement programs that promote diversity, equity, belonging, and accessibility. We base our vision for the future and our everyday decisions on fair, objective measures and cutting-edge science.									
Division / Branch / DAA Information: The Human Resources Branch (HRB) provides a full range of services to the eight divisions and Executive Office of the California Department of Food and Agriculture (CDFA), and the 52 District Agricultural Associations (DAAs). Services include personnel transactions, examinations, labor relations, position allocation, employee discipline, workers' compensation, disability management, and consultation services to management in all Human Resource areas.									
Position Identification: Under close supervision of Personnel Supervisor I, with lead from the Senior Personnel Specialist, the incumbent applies appropriate Civil Service laws, rules, and regulations pertaining to personnel transactions and in accordance with established control agencies or departmental processes and procedures, performing a variety of personnel transactions for an assigned roster. The incumbent must be able to establish and maintain effective working relationships; provide quality customer service; follow oral and written directions; work well under pressure; adapt to changing personnel workloads; make appropriate decisions and well thought out recommendations; work independently; perform a variety of tasks with accuracy, precision, and neatness; and manage time to meet required deadlines. Incumbent will handle sensitive and confidential materials and must maintain the highest level of confidentiality.									
Special Requirements: <table border="0"> <tr> <td>☐ Conflict of Interest Filer (Form 700)</td> <td>☐ California Driver's License</td> </tr> <tr> <td>☐ Medical Clearance</td> <td>☐ Travel Required over 10% - Employer Pull Notice (EPN) Required</td> </tr> <tr> <td>☐ License / Certificate Required</td> <td>☐ Field Work: ____%</td> </tr> <tr> <td>☐ Bilingual: Pass a State written and/or verbal proficiency exam in _____</td> <td>☐ Other (Specify): _____</td> </tr> </table>		☐ Conflict of Interest Filer (Form 700)	☐ California Driver's License	☐ Medical Clearance	☐ Travel Required over 10% - Employer Pull Notice (EPN) Required	☐ License / Certificate Required	☐ Field Work: ____%	☐ Bilingual: Pass a State written and/or verbal proficiency exam in _____	☐ Other (Specify): _____
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☒ Telework (TW) Eligible: The amount of telework is at the discretion of the CDFA. It is based on the current TW policy and is subject to change.

Essential Functions:

35%	Function #1: Payroll, Accounts Receivables, and Garnishments • Audit, reconcile, certify, process, and release master, intermittent, and supplemental payroll; key hours to be paid for positive paid employees (Roll Codes 3 and 4) in a timely manner utilizing the SCO Civil Service Decentralized calendar for cut-off dates. • Maintain intermittent employees leave cards to track Merit Salary Adjustments (MSAs) and Special In-grade Salary Adjustments (SISAs); audit biannually against California Leave Accounting System (CLAS) S14 (State Service) screen and SCO's Pay History to ensure the integrity of employee's accumulated State Service and accruals. • Use the SCO Paycheck Calculator to calculate salary advances; request salary advances by completing the Revolving Fund Instructions form; ensure salary advance requests are reviewed and approved by supervisor; coordinate with Financial Services Branch to ensure salary advances are issued timely; log all salary advances into the Salary Advance Log spreadsheet; ensure salary advances are cleared in a timely manner. • Research various employee overpayments; prepare documentation for SCO processing; monitor collection of overpayments by researching payroll history in the SCO system. • Release garnishments timely and file in garnishment folder; file garnishment folder once the garnishment has been satisfied or canceled. • Document various payroll forms to request miscellaneous pay or make payroll adjustments following the instructions in the online PPM.
35%	Function #2: Personnel Transactions and Certification • Research, interpret, apply, and stay apprised of changes to all applicable Civil Service laws, rules, and regulations, bargaining unit contracts, control agencies policies (SPB, CalHR, SCO, and CalPERS) along with departmental policies concerning personnel transactions to ensure the Department's personnel transactions are accurately, effectively, and uniformly administered. • Research, prepare, and complete personnel transaction documents including documents for appointments, transfers, separations, promotions, range changes, MSAs, and miscellaneous changes affecting employment and payroll histories via the Personnel Action Request (PAR); input transactions into SCO and/or CalPERS systems. • Review PAR and Notice of Personnel Action (NOPA) to ensure accuracy. • Process appointments, promotions, transfers, demotions, movement between alternate ranges, and movement between non-deep classifications using the Civil Service Pay Scales, laws, rules, and policies pertaining to salaries and anniversary dates, as well as the formulas used to determine the appropriate salary rule. • Initiate and complete all certification processes using CalHR's Examination and Certification Online System (ECOS); order and document certification lists; send out contact letters; reconcile, code, and key returned responses; and clear certifications upon appointment.

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	- Document and process corrective and out of sequence transactions to reconstruct and maintain the integrity of an employee's PIMS history. - Process and key the Std.686, Employee Action Request (EAR), for new appointments, changes to name, address, and/or Federal and State Allowance withholdings.
15%	Function #3: California Leave Accounting System (CLAS) - Add new and returning employees to CLAS to ensure all applicable leave benefits are added; accurate beginning balances are established where applicable and leave waiting periods are established for vacation and/or personal holiday. - Key all leave usage into CLAS in an accurate and timely manner. - Monitor all Actual Time Worked (ATW) employees to ensure they do not exceed the 189 day or 1500 hours limits; work with program to separate or furlough ATW employees at or over 189 days or 1500 hours; ensure ATW employees who work 12 consecutive calendar months from the effective date of appointment and have not exceeded the limits are reset in CLAS. - Compare what has been keyed into CLAS as accrued/earned to the employees' attendance records (Std. 634) for the pay period. - Identify and record all errors found during the comparison pay period utilizing the Leave Activity and Correction Certification form (Certification). - Certify that all leave records for the unit/pay period identified on the Certification have been reviewed and, where necessary, corrected; submit to supervisor for signature. - File and maintain the Certification form with the Std. 672 for each unit and retain based on the Std. 672 retention schedule.
10%	Function #4: Training and Technical Duties - Actively participate in personnel-related team projects. - Participate in Human Resources training, including but not limited to: Attendance Clerk and Alternate Work Schedule training. - Research and respond to questions or inquiries from other State agencies, public, and departmental staff regarding verification of employment, personnel transactions, payroll, and personnel procedures. - Compose original correspondence on a variety of subjects concerning personnel transactions following established Departmental guidelines. - Review incoming mail daily to determine importance and priority. - Review and prioritize workload daily to determine importance and meet deadlines. - Maintain cubicle and work area according to the Desk Drawer and Organization instructions. - Maintain accurate filing systems for personnel-related documents and forms and the OPF; review all hiring package documents to ensure they are complete and have all necessary signatures; purge outdated and/or duplicate documents. - Document all range changes, SALs, meetings, appointments, etc. on Outlook calendar to ensure personnel related issues are addressed in a timely manner.
Non-Essential/Marginal Functions:	
5%	Other related duties as assigned.
Desirable Qualifications:	
Ability to communicate effectively, both orally and in writing with all levels of staff	

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- Ability to follow verbal and written instructions
- Strong organizational skills and detail oriented
- Flexibility to adapt to changing personnel workload and meet critical deadlines by taking initiative and prioritizing
- Be self-motivated to ensure payroll and personnel transactions are completed accurately and in a timely manner
- Ability to research, interpret, and apply Personnel State laws, rules, regulations, bargaining unit provisions, as well as departmental policies and procedures.
- Ability to provide quality and tactful customer service, communicate effectively, and maintain cooperative relationships in all situations
- Maintain regular, consistent, and predictable attendance

Work Environment and Equipment Used:

Duties of this position are primarily conducted indoors. The HRB has cubicle offices furnished with modular office equipment including overhead storage, filing drawers, and bins. Each staff member will be assigned a laptop computer with email and various software and a cell phone to conduct the required duties. Regular or recurring telework may occur as part of the incumbent's ongoing regular schedule in accordance with CDFA's Telework Policy.

This position is in HRB and is privileged with access to confidential information. The employee acknowledges sensitive and/or confidential information is not to be discussed, copied, or shared with unauthorized personnel outside of HRB.

Travel by State vehicle or other public transportation systems to various locations throughout the state may be required on an occasional basis.

Employee Certification

This duty statement reflects the typical duties of the essential functions described for the position. It is not considered an all-inclusive list of work requirements. I have read and discussed the duties of this position with my supervisor and understand I may perform other duties as assigned, including but not limited to, work in other functional areas to cover absences, peak work periods, or balance workload.

I certify I possess qualifications, including but not limited to, integrity, initiative, dependability, good judgement, and the ability to work cooperatively with others. Additionally, I am able to perform the assigned duties with or without reasonable accommodation. Should I have any concerns about performing the assigned duties, I will discuss them with the hiring manager who will provide the required information for the Office of Civil Rights.

I have read the duty statement and discussed the duties with my supervisor.

Employee Name (Print)	Signature	Date
Supervisor Statement: I have discussed the duties outlined in the duty statement and provided a copy to the employee.		
Supervisor Name (Print)	Signature	Date

CC: Employee
Official Personnel File
Supervisor's Drop File