

STATE OF CALIFORNIA
CALIFORNIA VICTIM COMPENSATION BOARD
Rev. 04/22



DUTY STATEMENT

EMPLOYEE		RPA # / JOB CONTROL # 27-012 / JC-532447	
POSITION NUMBER 040-450-1303-003	CLASSIFICATION Personnel Specialist	WORKING TITLE Payroll and Benefit Specialist	
DIVISION Administration	SECTION/UNIT Human Resources Unit	CBID R01	WWG 2
WORK DAYS Monday – Friday	WORK HOURS Supervisor Discretion	TENURE Permanent	TIME BASE Full-Time

CONFLICT OF INTEREST CLASSIFICATION

This position is designated under the Conflict of Interest Code and is responsible for making, or participating in the making, of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete a Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

Conflict of Interest Classification? ☐ Yes ☒ No

DEPARTMENT OVERVIEW

The California Victim Compensation Board (CalVCB) is a state program dedicated to provide financial assistance to victims of crime and help them restore their lives. At CalVCB, we work to reduce the impact of crime on victims' lives. We reimburse crime-related expenses, connect victims with services and support, and do all we can to inform and empower victims.

Our Mission: CalVCB is a trusted partner in providing restorative financial assistance to victims of crime.

Our Vision: CalVCB helps victims of crime restore their lives.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties of this position and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Office of Civil Rights).

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

I certify this duty statement represents current and an accurate description of the essential job functions of this position. I have discussed the duties of this 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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RPA 27-012**GENERAL STATEMENT**

Under the general supervision of the Supervisor II, the Personnel Specialist (PS) is responsible for performing all aspects of personnel transactions including but not limited to payroll, time and attendance reporting, appointments, separations, and benefits. The incumbent independently processes various complex and sensitive personnel transactions accurately in compliance with applicable bargaining unit contract/Memorandum of Understanding (MOU) language, departmental policies and procedures, and California Department of Human Resources (CalHR), California Public Employees' Retirement System (CalPERS), State Personnel Board (SPB), and State Controller's Office (SCO) laws and rules while meeting management and client expectations.

**PERCENTAGE
OF TIME
SPENT**
DUTIES**%****ESSENTIAL JOB FUNCTIONS**

30%

Appointments, Separations, and Change Documentation:

Processes employment history documentation including appointments, separations, promotions, retirements, changes of time base, merit salary adjustments, alternate range movements, and other changes generated via a Request for Personnel Action (RPA); reviews RPAs for completeness and accuracy; processes new hires, promotions, transfers, permissive and mandatory reinstatements, retired annuitants, exempt, limited term, and emergency appointments; determines appropriate salary; and enters personnel document information into the SCO Personnel Information Management System (PIMS).

Responsible for the onboarding process of new and transfer employees; Prepare and review new employee orientation packets with new hires; Assist in the development and maintenance of the employee handbook and required documents; Responsible for preparing, completing, and retrieving the Employee Transfer Data form (Std. 612) and Official Personnel File (OPF) for new, transfer, and separating employees.

30%

Payroll Processes:

Reconciles and releases master payroll, overtime, and other supplemental warrants; processes payroll documentation through SCO's automated payroll system; maintains and files warrant registers; reports exceptions to payroll (such as name changes, docks, and separations); calculates and prepares salary advances; establishes accounts receivable for overpayments; processes wage garnishments and court ordered Chapter XIII proceedings; and prepares documents per court-ordered subpoenas and employment verifications.

15%

Benefits Administration:

Serve as the primary contact for providing information and assistance to employees on State-sponsored benefits including health, dental, vision, flex-elect, COBRA, life insurance, long-term disability, deferred compensation, savings bonds.

Complete and process enrollments forms; follow-up and coordinate with control agencies and employees on an ongoing basis to obtain information, answer employee questions, and reconcile any issues and discrepancies that may arise; Establish and process changes to employee's benefits such as State Disability Insurance (SDI), Industrial Disability Leave, (IDL), and Non-Industrial Disability Insurance (NDI) in accordance with applicable rules and regulations.

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10%	<u>Timekeeping and Leave Balances:</u> Maintain the California Leave Accounting System (CLAS) by updating employee leave usage and earnings via monthly audit of employee timesheets (Std. 634 forms); Process Catastrophic Leave benefits for eligible employees and temporary Leave of Absences; Act as the technical information resource for management and employees; Audits sick leave, vacation, annual leave, Voluntary Personal Leave Program (VPLP), holiday, compensating time off (CTO), accruals and usage.
10%	<u>Customer Service-Technical Authority:</u> Provide technical assistance to CalVCB personnel in the interpretation of payroll procedures; Resolve transaction and benefit issues arising from employment history and payroll documentation; Provide technical expertise and utilizes various reference sources, including the Personnel Action Manual (PAM), Payroll Procedures Manual (PPM), SPB Laws & Rules, CalHR Regulations SPB/CalHR Policy Memos, and CalPERS.
	<u>MARGINAL JOB FUNCTIONS</u>
5%	Provide back-up assistance to other Personnel Specialist; Perform other job-related duties as required.

DESIRABLE QUALIFICATIONS

- Experience working directly in a Human Resources office processing highly confidential information related to employees' employment history, payroll, health, and dental benefits, maintaining leave balances, garnishments and accounts receivables.
- Timekeeping experience including maintaining timesheets, keying and maintaining leave balances on a database, processing new leave enrollment forms, and auditing accruals and usage.
- Experience solving personnel-related issues in compliance with applicable policies and procedures to provide the best benefit to the employee.
- Customer Service experience in an office setting including but not limited to verbal and written communication and correspondence with employees and various stakeholders, maintaining various Outlook mailboxes, providing information and resources, and solving employee issues.
- Experience in interpreting civil service laws, rules, policies, and procedures such as CalHR and SPB.

PERSONAL CHARACTERISTICS AND EXPECTATIONS

- Demonstrated ability to act independently and as a member of a team with open-mindedness, flexibility, and tact.
- Ability to effectively handle stress and deadlines in a fast-paced work environment.
- Ability to problem-solve and use critical and creative thinking to effectively perform work.
- Display good interaction skills and the ability to deal professionally, congenially and in a personable manner with the public, other governmental entities, and staff at all levels.
- Ability to provide clear and concise communication, have patience when dealing with upset and/or frustrated clients, and interpret and adhere to guidelines and directions received.
- Communicate successfully in a diverse community as well as with individuals from varied backgrounds.
- Be supportive of management and coworkers.
- Maintain the confidence and cooperation of others.
- Ensure deadlines are met.
- Manage multiple & changing priorities.
- Maintain acceptable, consistent, and regular attendance.
- Develop and maintain knowledge and skill related to the job.
- Complete assignments in a timely and efficient manner.

PHYSICAL ABILITIES

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- Typical work requires prolonged sitting using a computer and telephone.
- Common eye, hand, and finger dexterity is required for most essential functions.
- Grasping and making repetitive hand movements in the performance of daily duties.
- Some carrying/moving of objects up to thirty pounds.