DMV

DEPARTMENT OF MOTOR VEHICLES

POSITION DUTY STATEMENT

Division: Administrative Services Division	**Classification Title**: 1303 Personnel Specialist
Branch: Human Resources Branch	**Working Title**: Personnel Specialist
Unit: Human Resource Branch	**Tenure/Timebase**: Limited Term Fulltime
Position City: Sacramento	**Position County**: Sacramento County
Position Number: 031-1303-905	**CBID/Bargaining Unit**: R01
Conflict of Interest Classification: No This position is designated under the Conflict of Interest Code. This position 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 Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.	
Medical Evaluation: No	**Bilingual Language**: Unknown
Sensitive Position: No	**DMV Employee Pull Notice**: No
Fingerprint/Live Scan: Yes	**Professional License**: No
Work Week Group: 2	**Effective Date**: 05/30/2025

Direction Statement and General Description of Duties: It is the responsibility of each Human Resources Branch (HRB) employee to maintain a constructive, customer and solution-oriented attitude supporting teamwork and cooperative working relationships. Under the general supervision of a Transactions Team Leader, the incumbent's duties include the following:

Percentage and Essential/Marginal Functions:

45%	**(E)** Prepares Personnel Actions Requests (PARs) and Employee Action Requests (EARs) for all types of appointments (including, but limited to list, transfer, reinstatements), miscellaneous changes (including, but not limited to pay differentials, range changes, tax

	withholding, name, or address changes), and permanent separations. Keys PARs and EARs into the State Controller's Office (SCO) Personnel Information Management Systems (PIMS) and validates desired results. Reviews and audits all new employee and action request paperwork for completion and accuracy, and interprets government codes, laws, and rules to make probationary and salary determinations. Utilizes and interprets a variety of manuals, codes, desk procedures, and job aids to document and process personnel transactions and respond to personnel inquiries. Analyzes, validates, and completes required paperwork for salary increase eligibility, employment verifications/inquiries, unemployment, victims' compensation claims, and CalPERS retirement applications.
15%	**(E)** Initiates and keys leave benefit tracking for vacation, sick, annual leave, personal holiday etc. into the automated SCO California Leave Accounting System (CLAS) and validates desired results. Analyzes and reviews monthly Intermittent Benefit Tracking (IBT) reports and determines eligibility for salary increases, retirement code changes, probationary period completion, benefit eligibility, etc.
15%	**(E)** Answers telephone or written inquiries from employees, managers, other agencies, etc. regarding personnel or payroll inquiries, employees' rights, salaries, appointment eligibility, collective bargaining information, Social Security benefits, etc. Utilizes and keys into various HR databases for research and response, such as the SCO PIMS, HIST, PIP, CLAS, and ACAS, myCalPERS, DMV Employee database, and Accounts Receivable database.
10%	**(E)** Receives, reviews, and responds to SCO error notices. Audits and reconciles/responds to various internal automated reports. Completes various reports for other agencies on a monthly/yearly basis. Review and validate all work documents for completion, and complete filing in proper locations for audit purposes.
5%	**(M)** Documents and keys transactions for health coverage eligibility and elections, in the SCO Affordable Care Act Care Act System (ACAS). Receives, audits, keys, and validates Health Benefit Enrollment forms into the myCalPERS system, for new enrollments, changes, deletions, and/or open enrollment or reverification updates. Reviews, prepares, validates, and submits to SCO Vision, Dental, and FlexElect forms for processing. Reviews, documents, and submits to SCO other forms for benefits such as Group Legal, Long-Term

	Disability, Long Term Care, COBEN, and Savings Plus.
5%	**(M)** Receives, audits, and documents negative and positive attendance payroll reports, and keys intermittent, overtime, and miscellaneous payments into the SCO Payroll Input Process (PIP) system. Validates and prepares all payroll issued on the SCO Payment History System (HIST). Prepares, reviews, and keys payroll documents including, but not limited to, F672 Time and Attendance Report, F603 Absence Without Pay. F674/674ar/683 Payroll Adjustment Notice for under or overpayments, F666 Exception to Payroll, F966 Employee Time Certification, F671 Miscellaneous Payroll/Leave Actions, F639 Garnishments, F1405 Pull Notice, and Master Payroll Certification. Prepares and computes Salary Advance Requests for employees not paid timely through the SCO HIST.
5%	**(M)** Performs other job-related duties as required.

Supervision Received: The Personnel Specialist primarily receives assignments and directions from the Staff Services Manager I and may also receive direction from the Staff Services Manager II.
Supervision Exercised and Staff Numbers: None.
Physical Requirements: Requires fine hand manipulation and repetitive use of hands. Occasional reaching above shoulder level, occasional bending/stooping, and occasional lifting up to twenty pounds.
Special Requirements: Must pass background check and fingerprint clearance prior to hire.
Personal Contacts: This position will interact with all levels of departmental staff and/or management via email, telephone, or in person. Interactions may be general, confidential, sensitive, or informative.

EMPLOYEE ACKNOWLEDGMENT

I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the 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 you may need to request reasonable accommodation to perform the duties of this position, discuss your request with your manager/supervisor who will engage with you in the interactive process.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

MANAGER/SUPERVISOR ACKNOWLEDGMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE