Employment Development Department
State of California

☐ Current
☒ Proposed

# POSITION STATEMENT

| 1. POSITION INFORMATION | |
|---|---|
| CIVIL SERVICE CLASSIFICATION: | WORKING TITLE: |
| Senior Personnel Specialist | *Payroll Policy and Procedures Specialist* |
| NAME OF INCUMBENT: | POSITION NUMBER: |
| | 280-338-1317-006 |
| OFFICE/SECTION/UNIT: | SUPERVISOR'S NAME: |
| Payroll Services Group | Shara Haaby-Henson |
| DIVISION: | SUPERVISOR'S CLASSIFICATION: |
| Human Resource Services Division | Supervisor I |
| BRANCH: | REVISION DATE: |
| Administration Branch | 9/14/2026 |

**Duties Based on:** ☒ FT ☐ PT– Fraction _____ ☐ INT ☐ Temporary – _____ hours

## 2. REQUIREMENTS OF POSITION

**Check all that apply:**

☐ Conflict of Interest Filing (Form 700) Required
☐ May be Required to Work in Multiple Locations
☐ Requires DMV Pull Notice
☐ Travel May be Required
☐ Call Center/Counter Environment
☒ Requires Fingerprinting & Background Check
☐ Bilingual Fluency *(specify below in Description)*
☐ Other *(specify below in Description)*

**Description of Position Requirements:**
(e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)

## 3. DUTIES AND RESPONSIBILITIES OF POSITION

**Summary Statement:**
(Briefly describe the position's organizational setting and major functions)

Under the direction of the Supervisor I, the Policy and Procedures Specialist serves as the expert staff resource for developing, updating, and maintaining procedures and training resources for personnel transactions, with a focus on payroll specialists and attendance clerks. The Senior Specialist leads efforts in process improvement, change management, communication, and training within the Payroll Services Group (PSG). This includes identifying opportunities for process improvements, gathering feedback through surveys, and developing and facilitating group training sessions. The Senior Personnel Specialist provides coverage and operational support as needed, including providing coverage for rosters when necessary. The Senior Specialist works independently to review, advise, and make decisions on varied and complex personnel transactions. Additionally, the Senior Specialist acts as a Subject Matter Expert (SME) and may lead complex special projects related to payroll and benefit services.

| Percentage of Duties | Essential Functions |
|---|---|
| 35% | Develops, updates, and maintains training resources, job aids, assessment tools, and reference materials related to personnel, payroll, benefits, and leave accounting. Identifies process-improvement opportunities; gathers feedback through surveys; develops |

| | |
|---|---|
| | Contributes to new-hire training curriculum development and participates in onboarding and staff development activities. Provides expert guidance to staff on complex personnel transactions, laws, rules, policies, and regulations. Participates in the development, implementation, and facilitation of training related to payroll and benefits transactions for HRSD staff and customers. |
| 25% | Prepares, updates, and maintains standard operating procedures for PSG processes. Conducts research and leads collaborative teams in drafting or revising procedures and operational tools. Reviews communications from control agencies; evaluates proposed regulations and legislation affecting payroll, personnel, and benefits functions; provides assessments of impact. Drafts updates to policies, procedures, manuals, and prepares communications for internal and external stakeholders. Provides coverage and operational support, including providing coverage for rosters. Collaborate with the Manager and Forms SPOC to review and revise departmental forms. Leads cross-functional workgroups focused on process improvements and implementation activities. |
| 15% | Attends meetings and reviews communication from control agencies, and reviews proposed regulation changes and draft legislation that may impact personnel services related to payroll and benefits processing, providing assessment of how these areas may be impacted. Drafts updates to impacted policy, procedures, manuals, etc., and drafts communication regarding changes to both internal and external customers. Works with Manager to draft updates to policies and procedures, and with the forms single point of contact (SPOC) to update forms. Coordinates and leads cross-functional workgroups focused on the development and implementation of process improvements. |
| 10% | Maintains Payroll Services Group SharePoint pages. Seeks feedback from users and considers user experience when developing or modifying site content. |
| 10% | Works on special projects including, but not limited to, drafting memos and letters on behalf of HRSD management. |
| **Percentage of Duties** | **Marginal Functions** |
| 5% | Other duties as assigned. |

## 4. WORK ENVIRONMENT *(Choose all that apply)*

| | |
|---|---|
| Standing: Occasionally - activity occurs < 33% | Sitting: Continuously - activity occurs > 66% |
| Walking: Occasionally - activity occurs < 33% | Temperature: Temperature Controlled Office Environment |
| Lighting: Artificial Lighting | Pushing/Pulling: Occasionally - activity occurs < 33% |
| Lifting: Occasionally - activity occurs < 33% | Bending/Stooping: Occasionally - activity occurs < 33% |

Other: *Click here to enter text.*

**Type of Environment:**

☒ High Rise ☒ Cubicle ☐ Warehouse ☐ Outdoors ☐ Other**:**

**Interaction with Customers:**

☐ Required to work in the lobby
☐ Required to work at a public counter
☒ Required to assist customers on the phone
☒ Required to assist customers in person
☐ Other:

## 5. SUPERVISION EXERCISED:

| **Civil Service Classification** | **Position Number** |
|---|---|
| Senior Personnel Specialist | 280-338-1317-006 |

| (List total per each classification of staff) |
|---|
| N/A |

## 6. SIGNATURES

**Employee's Statement:**
*I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.*

| Employee's Name: | |
|---|---|
| Employee's Signature: | Date: |

**Supervisor's Statement:**
*I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.*

| Supervisor's Name: | |
|---|---|
| Supervisor's Signature: | Date: |

## 7. HRSD USE ONLY

**Classification & Pay Group (CPG) Approval**

| | CPG Analyst Initials | Date Approved |
|---|---|---|
| ☒ Duties meet class specification and allocation guidelines. | | |
| ☐ Exceptional allocation, STD-625 on file. | FNB | 9/25/2026 |

**Reasonable Accommodation Unit use ONLY** *(completed after appointment, if needed)*

*If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.*

List any Reasonable Accommodations made:

**Supervisor:** After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file