DUTY STATEMENT

☐**CURRENT** ☒**PROPOSED**

RPA Number: 25-263	Classification Title: Personnel Specialist	Position Number: 835-336-1303-920
Incumbent Name:	Working Title: Personnel Specialist	Effective Date:
Tenure: Limited-term	Time Base: Full-Time	Intermittent Hours Per Month: N/A
Division/Office: AFITS/HRB	Section/Unit: Section 1/Transactions	Reporting Location: Sacramento, CA
Supervisor's Name: Felicia Walker	Supervisor's Classification: Supervisor I	CBID: R01
Confidential Designation: ☐YES ☒NO	Designated Position for Conflict of Interest: ☐YES ☒NO	Position Telework Eligible: ☒YES ☐NO
Supervision Exercised: ☒None ☐Lead ☐Managerial ☐Supervisory		

Human Resources Use Only:	
HR Analyst Approval:	**Date:**

General Statement:
This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and adhere to department policies and procedures regarding attendance, leave, and conduct.

Incumbent:
Classification: Personnel Specialist
Position Number: 835-336-1303-920

Position Description:
Under general supervision of the Human Resources Office's (HRO) Supervisor I, the Personnel Specialist is responsible for the personnel and payroll transactions benefits, and leave accounting of an assigned roster of approximately 280+ employees. The employees on the roster are in a variety of bargaining units, as well as excluded employees. The Personnel Specialist will be responsible for interpreting and applying personnel-related laws, rules, regulations, policies, and Memorandum of Understanding and performing salary determinations. The incumbent is expected to become increasingly independent consistent with training and on-the-job experience.

Essential Functions (including percentage of time):

30% **Appointments and Change Documentation**
Processes employment history documentation related to appointments, new hires, transfers, reinstatements, merit salary adjustments, alternate range movements, separations, retirements, and miscellaneous changes such as tax withholdings, address changes, anniversary dates, and probationary periods. Enters personnel transactions using the SCO employment history database system to process changes to the Personnel Action Request (PAR) form. Maintains accurate employment history in accordance with the Personnel Action Manual (PAM) and control agency directives. Researches various reference manuals, bargaining contracts, laws rules, and regulations to accurately process transactions. Serves as liaison between employees and control agencies to ensure personnel documents are processed accurately and timely.

30% **Payroll Processes**
Reconciles and releases master and supplemental payroll warrants. Calculates and processes salary advances, overtime rates, special pay, out-of-class assignments and holiday pay to accurately compensate employees. Processes payroll documentation using SCO's automated payroll systems, maintains and files warrant registers, reports exceptions to payroll (such as name changes, dock, and separations), processes and tracks account receivables for overpayments including providing notifications to employees, processes and tracks wage garnishments due to court-ordered Chapter XIII proceedings, and prepares documents per court-ordered subpoenas and employment verifications. Serves as liaison between employees and control agencies to ensure payroll documents are processed accurately and timely.

20% **Benefits Administration**
Assists employees with State-sponsored insurance benefits. Processes new enrollments, changes, and cancellations for benefits such as health, dental, vision, Flex Elect, direct deposit, long term disability, retirement, direct pay, and Consolidated Omnibus Budget Reconciliation Act (COBRA). Maintains employee and dependent health benefit information in the SCO's Affordable Care Act and My CalPERS systems. Determines health, dental, and vision benefit eligibility requirements, costs, and time limits for enrollment. Re-verifies the eligibility of employee dependents for the continued enrollment in state-sponsored health, dental, and vision benefits. Distributes annual open enrollment materials to staff and communicates changes and process changes via My CalPERS and submission to SCO, Manual (PMPPM), Civil Service Pay Scales, Memorandums of Understanding, and the California Leave Accounting System (CLAS). Work with computers, maintain the fundamental skills necessary to effectively document and understand information pertaining to employment history, payment history, employer sponsored and miscellaneous payroll deductions, leave accounting, and position inventory.

15% **Timekeeping and Leave Balances**
Processes timesheets by verifying time reported is accurate, establishes and maintains employees leave credits in the SCO California Leave Accounting System (CLAS) database, and audits for accuracy. Responds to staff inquiries regarding attendance reporting, leave balances, and alternate work schedules. Tracks intermittent employees actual time worked for Special In-grade Salary Adjustment (SISA) determinations, range changes, benefits, and maximum hours allowable by law; Family Medical Leave Act and Catastrophic Leave usages to ensure compliance with laws, rules and departmental policies; and student enrollment, units completed in college or a university, and hours worked for potential range changes.

In-person, in-office, or onsite attendance is required.

Marginal Functions (Including a percentage of the time):

5% **Other Related Duties**
Performs other duties as assigned including, but not limited to: drafts personnel procedures, composes correspondence to departmental staff, participates in staff meetings, attends trainings, and serves as back up for the human resources reception desk.

Typical Physical Conditions/Demands:
The job requires extensive use of a personal computer and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for extended periods. Ability to lift 15 pounds, bend, and reach above shoulders to retrieve files and/or documents.

Typical Working Conditions:
The incumbent works in a high-rise office building in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work, may be necessary during the year end closing process or when the department is mission tasked. Travel may be required locally and within the state.

Special Requirements of Position (Check all that apply):
☐ Duties performed may require pre-employment and/ or routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
☐ Duties require participation in the DMV Pull Notice Program.
☐ Performs other duties requiring high physical demand. (Explain below)
☐ Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
☐ Other (Explain below)

Explanation:

Incumbent:
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Position Number: 835-336-1303-920

Supervisor Statement

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

Supervisor Name	Supervisor Signature	Date

Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

**A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Employee Name	Employee Signature	Date