

**DEPARTMENT OF JUSTICE
DIVISION OF OPERATIONS
OFFICE OF HUMAN RESOURCES
PAYROLL AND BENEFITS SERVICES
FAMILY MEDICAL LEAVE ACT & SPECIAL LEAVES UNIT**

NAME:

JOB TITLE: Senior Personnel Specialist

STATEMENT OF DUTIES: Under the general direction of the Staff Services Manager (SSM) I, the Senior Personnel Specialist will process the workers' compensation payroll, support the Family Medical Leave Act and Special Leaves Unit (FSLU) analysts with Non-Industrial Disability Insurance (NDI) and State Disability Insurance (SDI) payroll, time and attendance, and Family Medical Leave Act (FMLA) administrative support. The Senior Personnel Specialist must exercise discretion, tact, and maintain confidentiality.

SUPERVISION RECEIVED: Reports directly to the SSM I.

SUPERVISION EXERCISED: None

TYPICAL PHYSICAL DEMANDS: Ability to sit and type at a computer terminal for extended periods of time. Ability to lift, carry, bend, move up to 20 pounds, and stand and file for short periods of time.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office or similar environment. At the office, an enclosed or open-spaced cubicle in a smoke-free environment located within a high-rise building in Sacramento, California.

ESSENTIAL FUNCTIONS:

- 50%** Under direction from the SSM I and in partnership with the SSM I (Specialist), and FSLU analysts, administratively assists the FSLU analysts with FMLA, other leave entitlements, and processes non-industrial wage replacement benefits such as SDI, and NDI using knowledge of payroll and time and attendance policy and procedure. The following responsibilities include but are not limited to:
- Assists and supports entering time and attendance into the Workday system including FMLA time, hours worked, dock, SDI/NDI supplementation and other leave of absences.
 - Inputs payroll transactions into the SCO payroll system.
 - Peer reviews payroll transaction documentation.
 - Generates FMLA eligibility reports in the Workday system and sends out FMLA provisional packages to eligible employees.
 - Generates FMLA reports in the Workday system and provides recertification data to FSLU analysts.
 - Tracks hours worked and notifies employees of extended probation due to various leaves of absences taken while on probationary status.
 - Assists with sending out forms and regulatory publications to employees as needed.
 - Assists with verifying SDI and NDI claims with the Employment Development Department.

Senior Personnel Specialist
Duty Statement

- 35%** Interprets and implements state laws, departmental, control agency rules and regulations, and bargaining unit provisions pertaining to workers' compensation, which includes personnel record keeping, certification, payroll, personnel document processing, and related personnel transaction functions. Responsibilities include but are not limited to the following:
- Monitors all lost time records, including employment history, ensuring leave credits and supplementation are deducted, restored, and documented.
 - Updates the Workers Comp Claim Management System (WCCMS) database with Payroll information: including 3290 approvals, 3223's, and 4800.
 - Restores lost time verified by the State Compensation Insurance Fund (SCIF).
 - Processes all workers' compensation transactions to facilitate payroll, benefits, attendance, and related transactions into the State Controller's Office (SCO) payroll system.
 - Peer reviews all workers' compensation payroll transactions.
 - Manages health, dental, deduction benefits, and accounts receivable and submits the necessary electronic inquiries and paperwork to SCO.
 - Performs complex mathematical calculations and forecasts earnings.
 - Enters time and attendance in Workday for workers' compensation, including regular time, docked hours, approved authorized time off (ATO), and various types of disability leave.
 - Communicates with return-to-work coordinators in the Risk Management Unit (RMU) about work status notes and ATO.
 - Delivers excellent customer service by responding promptly and courteously to all inquiries.
 - Confirms the validity of workers' compensation claims and their accommodation with the RMU.
 - Evaluates, processes, and submits time loss and medical inquiries to SCIF. This includes Form 3223 and Form 3290 for all workers' compensation claims.
 - Monitors workers' compensation emails daily and discusses them with relevant staff as needed.
 - Acts as a payroll specialist, providing technical, payroll, administrative support, and operational needs to all departmental staff.
 - Drafts correspondence to payroll inquiries, appropriately applying laws, rules, policies, and procedures.
 - Collaborates and consults with other agencies, including SCIF, SCO, California Public Employees' Retirement System, and the California Department of Human Resources to resolve issues.
 - Works with department sections to ensure clear payroll processes for workers' compensation between the FSLU and the assigned payroll specialist.

10% Assists the SSM I with the following:

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Duty Statement

- Maintains, evaluates, and develops procedures and processes for the unit's workers' compensation Payroll.
- Assists with other units' processes related to FMLA, SDI, and NDI.
- Assists with the maintenance, development, and administration of training for other payroll specialists in the section on the basic understanding of the payroll functions in FSLU. Prepares and distributes reports, spreadsheets, and charts.
- Researches critical payroll problems and recommends solutions.

5% Completes special projects as assigned. Attends workshops, meetings, and trainings.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

☐ I am able to complete the essential functions and typical physical demands of the job without a need for reasonable accommodation.

☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.

☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.

☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Employee's Signature Date

Supervisor's Signature Date

Revised 08/2026