State of California
Department of
Industrial Relations
EST. 1927

DUTY STATEMENT

☒ CURRENT

☐ PROPOSED

CIVIL SERVICE CLASSIFICATION	WORKING TITLE
Senior Personnel Specialist	Temporary Leave Specialist

PROGRAM NAME	UNIT NAME
Office of Administrative Services	Human Resources

ASSIGNED SPECIFIC LOCATION	POSITION NUMBER
Sacramento	400 – 107-1317-014

BARGAINING UNIT	WORK WEEK GROUP	BILINGUAL POSITION	CONFLICT OF INTEREST FILER	BACKGROUND CHECK
R01	2	No	No	No

General Statement

Under the general direction of the Supervisor I, the Senior Personnel Specialist serves as the subject matter expert and coordinator for a full range of personnel and payroll transactions and functions related to temporary leaves including, but not limited to, Workers Compensation, Non-Industrial Disability (NDI), Non-Industrial Family Care Leave (NDI-FCL), State Disability Insurance (SDI), Paid Family Leave (PFL), Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), and Catastrophic Leave.

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

Percentage of Time Spent	Duties **Essential Job Functions**
30%	Review and process State Compensation Insurance Fund (SCIF) approvals for Workers Compensation; Calculate and process necessary benefit documentation forms to initiate regular pay as well as payments for Industrial Disability Leave (IDL), supplementation for IDL, and temporary disability, including preparation and submission of documents for the State Controller's Office (SCO). Advise employees, managers, attorneys, and union personnel about SCIF disability payments, benefits, and leave. Process changes to employment history and Salesforce based on approvals from the Return to Work coordinator and/or SCIF. Establish and track the collection of account receivables for employees with social security and Medicare adjustments due to IDL and TD payments, including developing and sending notification letters. Complete restoration of leave balances in the California Leave Accounting System (CLAS) for SCIF approved IDL, TD, and DIR approved Administrative Time Off (ATO) including amendments to employee timesheets, as applicable. Administer the DIR Catastrophic Leave Program. Respond to Catastrophic Leave inquiries from employees, Supervisors, and Managers, and provide required documents to those requesting Catastrophic Leave. Review and log requests, determine eligibility, and distribute approval and denial notices. Track and validate donation elections, and enter appropriate transactions in CLAS. Develop and facilitate the posting of approved catastrophic leave requests on the DIR intranet. Coordinate and process catastrophic leave requests for DIR employees who donate to other employees at alternate state agencies.
25%	NDI/NDI-FCL/SDI/PFL: Determines employee eligibility for current and retroactive paid benefit programs, such as NDI, NDI-FCL, SDI, and PFL, and provide employees all required documents to apply for the programs. Serve as the subject matter expert regarding

	supplementation and continuation of benefits under these programs. Update employment history in the SCO System and Salesforce to reflect NDI/NDI-FCL/SDI leaves. Audit employee timesheets each month to ensure the correct amount of approved NDI/NDI-FCL/SDI hours and supplementation are reported correctly. Complete and process Payroll Adjustment Notices (STD.674D's) and validate issuance of disability pay, supplementation, and transfers of funds for employees on NDI/NDI-FCL/SDI. Establish, notify employees, and track the collection of account receivables to continue employee benefits.
20%	FMLA/CFRA: Reviews, determines, and audits eligibility for all FMLA and CFRA requests from DIR employees. This includes processing the FMLA Checklist, and providing employees with a provisional notice, applicable certification form and a FMLA/CFRA informational packet or non-eligible notice. Reviews, tracks, audits, and initiate various FMLA notices to employees and Supervisors to ensure compliance with FMLA regulations for employees on FMLA. Interact with employees and DIR staff regarding FMLA/CFRA inquiries. Track employees continued eligibility of FMLA/CFRA between two calendar years, track and audit timesheets against CLAS to ensure accuracy of hours reported for FMLA/CFRA, and process amendments as necessary. Notify employees when they have exhausted their FMLA/CFRA hours. Provide and process recertification documents as employees becomes eligible.
20%	Special Projects: Drafts and updates internal desk procedures and templates for the processing of personnel and payroll transactions for Workers Compensation, medical leave and catastrophic leave, and identify and communicate alternative solutions for consistent and streamlined workflows. Work collaboratively with leadership and peers to create and continuously update unit as-is and to-be workflows and processes, develop employee communication tools and resources, and evaluate/update processing checklists. Review control agency letters, memos, and bargaining unit contract provisions, and develop or revise internal desk procedures for the Temporary Leave Unit.
Percentage of Time Spent	**Marginal Job Functions**
5%	Serve as a subject matter expert and provide recommendations in the development of the Personnel Specialist training resources. Work collaboratively with project team leaders and members as a subject matter expert to provide recommendations on specialized training materials for the Transactions team. Provide recommendations on changes to processes based on policy change information from control agencies.

Conduct, Attendance, and Performance Expectations

The incumbent must maintain confidentiality and discretion due to the sensitivity of the documents handled in this position. The incumbent must exhibit the ability to work independently and cooperatively with staff at all levels within the organization, be dependable and maintain consistent and regular attendance, and communicate effectively (verbally and in writing) with staff, management and control agencies. In all areas of responsibility, the incumbent must demonstrate commitment to providing customers and staff with accurate, professional, and timely assistance. The incumbent must be proficient in using a personal computer/laptop, including various software packages such as Word, Excel, and Visio and meet deadlines while handling multiple tasks with varying time frames. It is essential that the incumbent maintain knowledge of current state service personnel related laws, rules

and processes.

The incumbent must adhere to all DIR policies, rules, and procedures, and express decisions that are technically sound, innovative and consistent with departmental goals and processes. It is expected that administrative requests including leave, overtime, travel, and training are submitted in a timely and appropriate manner, and that accurate timesheets are submitted by the monthly due date.

Supervision Received

The incumbent receives direction and assignments primarily from the Personnel Supervisor II, however, direction and assignments may also come from the Operations Branch Staff Services Manager I or II, HR Chief, the Office of Administrative Services Deputy Director, or DIR Executive Management.

Supervision Exercised

Not Applicable

Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts

Work Environment

The incumbent works in an air conditioned, high-rise office building with natural and artificial lighting. In addition, the incumbent works in a cubicle in close proximity to others.

Special Requirements/Other Information

None.

Physical Abilities

The position requires; the ability to use a fax, multi-function copier, and other office equipment. Extensive use of a computer is required. Being in a stationary position for long periods of time. The incumbent may be required to occasionally travel offsite to training courses or meetings.

Additional Requirements/Expectations

All DIR employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work-related activities, and anytime they represent the Department. Additionally, all DIR employees are responsible for promoting a safe and secure work environment, free from discrimination, harassment, inappropriate conduct, or retaliation.

Personal Contacts

The incumbent in this position has frequent contact with DIR staff, representatives from other state agencies, and the public in person, by telephone, and/or email. Much of this contact is of a sensitive and confidential nature.

Employee Acknowledgment

I have read and understand the duties listed above and 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 these assigned duties as described above with or without reasonable accommodation. If you believe a reasonable

accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Medical Management Unit in the Human Resources Office.

Employee Name	Employee Signature	Employee Sign Date

Supervisor Acknowledgment

I certify this duty statement represents a current and 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	Supervisor Sign Date

HUMAN RESOURCES OFFICE APPROVAL

J.W.	10/22/2026
C&S Analyst Initials	Approval Date