State of California
California Department of Veterans Affairs

DUTY STATEMENT

DATE APPOINTED	PROGRAM	UNIT	☒ CURRENT ☐ PROPOSED
DATE LAST REVIEWED: October 19, 2026	HUMAN RESOURCES BRANCH	Payroll	

CIVIL SERVICE CLASSIFICATION	WORKING TITLE	POSITION NUMBER (Agency – Unit – Class – Serial)
PERSONNEL SPECIALIST		830-440-1303-013

WORK LOCATION	WORK SCHEDULE (Days & Hours)	TENURE	TIME BASE
SACRAMENTO	MONDAY-FRIDAY 8:00am – 5:00pm	PERMANENT	FULL-TIME

INCUMBENT (If Known)	COI (Yes or No)	WWG	CBID
	NO	2	R01

Under general supervision of the Personnel Supervisor I, Human Resources Branch, the Personnel Specialist is responsible for transactions, payroll, and attendance reporting functions. The specialist is expected to consistently exercise a progressively responsible degree of confidentiality, initiative, responsibility, and independence in the performance of assigned tasks with a strong commitment to customer service.

% of time performing duties	ESSENTIAL FUNCTIONS
30%	Process and release payroll for an assigned roster. Calculate and complete requests for payments; review all payments and disperse accordingly. Process all documents and transactions for all types of appointments, separations and miscellaneous employment/payroll changes into the State Controller's Office database ensuring all control agency deadlines are met. Processes State Disability and Nonindustrial Disability Insurance claims. Apply civil service laws, rules, and regulations when completing all transactions. Interpret and use reference materials.
20%	Certify attendance; process all attendance and timekeeping. Audit, reconcile, and key attendance into the State Controller's California Leave Accounting System (CLAS). Respond to timekeeping questions; resolve payroll problems including regular pay, dock time, overtime, and holiday credit. Apply civil service laws and rules and departmental polices in all areas of timekeeping and be familiar with the Fair Labor Standards Act for the time reporting process. Understand and stay up to date on changes in Memorandum of Understandings as they apply to each job classification and work week group.
15%	Administer, review, analyze and assemble all pay in accordance with civil service laws, rules, policies and procedures; establish and collect accounts receivables; notice employees timely to establish repayment plans, ensure accounts receivables are cleared and resolved in a timely manner; collect from separated employees, and disseminate to Accounting those overpayments that cannot be collected for submission to the Franchise Tax Board for collection.
15%	Compute and request salary advances, process judgments against wages; request overtime payments and duplicate warrants. Request and release supplemental payments. Verify state service and exempt service.
10%	Compute lump sum payments for all separations and deferred compensation for retirement transactions. Research and respond to basic retirement questions and separation payroll related questions.
5%	Complete and submit various reports. Attend training and work-related meetings. Special projects as assigned.

NON-ESSENTIAL FUNCTIONS

5%	Participates in special projects as needed and performs other job-related duties within the scope of the classification.

OTHER

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. Incumbent must be able to use good judgment in managing their time and workload (i.e., meeting multiple and sometimes conflicting deadlines). The incumbent must at all times demonstrate professional behavior when interacting with CalVet staff, administrators, presenters/trainers, community special interest groups, and members of the public.

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: View computer screen; prepare various forms, memos, reports, letters, and proofread documents.					X
HEARING: Answer telephone; communicate with Administration, department managers, department staff; provide verbal information.					X
SPEAKING: Communicate with staff and the public in person and via telephone; interact in meetings.					X
WALKING: Within the department to various units.			X		
SITTING: Work station; meetings; training.					X
STANDING: Copy documents; review records.			X		
BALANCING:		X			
CONCENTRATING: Review documentation for accuracy; complete forms; calculate pay, time and attendance; research laws, rules and processes.					X
COMPREHENSION: Understand employee needs as it relates to Human Resources; laws, rules, regulations, policies and procedures; content of meetings, trainings and work discussions; facilitate the dynamic of team work.					X
WORKING INDEPENDENTLY: Must be able to apply laws, rules and processes with minimal guidance.			X		
LIFTING UP TO 10 LBS:					X
LIFTING 10-25 LBS:		X			
LIFTING 25-50 LBS:		X			
FINGERING: Push telephone buttons, calculator keys, and computer keyboard.					X
REACHING: Answer telephone; use a mouse; retrieve documents from printer.				X	
CARRYING: Transport documents.		X			
CLIMBING: Stairs.		X			
BENDING AT WAIST: Use copier; access low file drawers.			X		
KNEELING: Access low file drawers.		X			
PUSHING OR PULLING: Open and close file drawers.			X		
HANDLING: Sort paperwork; distribute mail.					X

DRIVING: Special events		X			
OPERATING EQUIPMENT: Computer, telephone, copier, printer, fax machine.					X
WORKING INDOORS: Enclosed office environment.					X
WORKING OUTDOORS: Special events.			X		
WORKING IN CONFINED SPACE: File, supply, storage rooms, etc.		X			

CONFLICT OF INTEREST (if applicable):

☐ Conflict of Interest Filing (Form 700) required ☒ Not applicable

This position is designated under the Conflict of Interest Code. The 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 employee is required to complete Form 700 within 30 days of appointment and once per year.

Failure to comply with the Conflict of Interest Code requirements may void this appointment.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE STATEMENT

- ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR***
- ***I HAVE RECEIVED A COPY OF THE DUTY STATEMENT***
- ***I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION***

EMPLOYEE NAME (Print)	**EMPLOYEE SIGNATURE**	**DATE**

SUPERVISOR STATEMENT: ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE***

SUPERVISOR NAME (Print)	**SUPERVISOR SIGNATURE**	**DATE**
HUMAN RESOURCES NAME (Print)	**HUMAN RESOURCES SIGNATURE**	**DATE**