State of California
California Department of Veterans Affairs

DUTY STATEMENT

DATE APPOINTED	PROGRAM	UNIT	☒ CURRENT ☐ PROPOSED
DATE LAST REVIEWED: October 28, 2026	HUMAN RESOURCES BRANCH	TRANSACTIONS	

CIVIL SERVICE CLASSIFICATION	WORKING TITLE	POSITION NUMBER (Agency – Unit – Class – Serial)
SENIOR PERSONNEL SPECIALIST		830-440-1317-005

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 direction of the Supervisor I, Human Resources Division, the Senior Personnel Specialist serves as the expert staff resource responsible for employee benefits, Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), and processing of disability pay for California Department of Veterans Affairs (CalVet) employees. The senior specialist is expected to research critical personnel issues and recommend alternative solutions, and consistently exercise a high 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
40%	Provide information to employees on health, dental, vision, consolidated benefits, flexelect, life insurance, long-term disability, and group legal to ensure rights and privileges and personnel procedures are in compliance with applicable departmental, state and/or federal laws, rules, regulations, policies and/or guidance. Verify eligibility and process employee benefits using various reference materials and systems (e.g. Benefit Administration Manual, the California Department of Human Resources website, and MyCalPERS system) as needed to ensure timely processing of benefits. Review, analyze, and provide recommendations to employees who are disputing their benefits coverage through the appeals process. Notify employees of Consolidated Omnibus Budget Reconciliation Act and Direct Pay option to continue benefits. Process documents in order to continue benefit coverage using various systems and/or forwarding documents to appropriate control agencies. Update the State Controller's Office (SCO) system to be in compliance with the Affordable Care Act (ACA).
25%	Provide verbal and written instruction to ensure that all completed documents are in compliance with the laws, rules, and regulations of federal and state mandates. Act as a liaison between the employee and control agencies to ensure benefit documents are processed accurately and in a timely manner and to ensure compliance with applicable departmental, state and/or federal laws, rules, regulations, polices and/or guidelines.
15%	Review and process all FMLA and CFRA requests. Independently research and use the Federal guidelines and the Memoranda of Understanding (MOU) in making the eligibility determination. Send FMLA/CFRA approval/denial letters to employee and managers. Track all requests and approved time. Assist employees and managers with FMLA/CFRA related questions.
10%	Responsible for performing the most difficult and complex duties in the area of disability compensation. Analyze data, interpret and apply civil service laws and rules, State Compensation Insurance Fund regulations for Temporary Disability and Industrial Disability Leave benefits, Employment Development Department regulations for Non-Industrial Disability Insurance and State Disability Insurance benefits, departmental policies and SCO policy in the areas of payroll/transactions.
5%	Interpret and apply various laws, rules, regulations, policies, and procedures to ensure consistency, compliance and conformity under the direction of the control agencies.

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**