CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
Kern Valley State Prison	915-261-1303-XXX			1/D
DIVISION / UNIT	CLASSIFICATION TITLE			
	Personnel Specialist			
	WORKING TITLE			
Division of Adult Institutions California Department of Corrections & Rehabilitation / KVSP/ Business Services/ Personnel Office	Personnel Specialist			
	TIME BASE / TENURE	CBID	WWG	COI
	LT/FT	R01	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
KERN VALLEY STATE PRISON, DELANO				

CDCR'S MISSION and VISION

Mission

To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.

Vision

We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.

DIVISION OVERVIEW

The mission of the High Security institutions is to provide safe and secure housing for the most violent and dangerous males, while providing opportunities for them to successfully transition to lower levels of custody by accepting personal responsibility for their actions through behavior-based multi-level programming, and providing opportunities for rehabilitation through participation in work, vocational and academic programs, substance abuse treatment and self-help programs.

Incumbents in these classes are distinguished from other classes by being regularly required to apply State laws and departmental and control agency rules and regulations, and bargaining unit provisions pertaining to a variety of personnel transactions in the areas of personnel record keeping, certification, payroll, and personnel documents processing and related personnel transactions functions. The predominant duties of positions in these classes require a thorough and detailed knowledge of appropriate laws, rules, regulations, and contract language pertaining to personnel transactions. Positions in this series are typically located in the headquarters or field personnel offices of a State department or major subdivision, the personnel office of a State institution, and the operating sections of the State Controller's Office.

GENERAL STATEMENT

Under close supervision of the Personnel Supervisor I, the Personnel Specialist 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 skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

Personnel Specialists are required to apply state laws, departmental and agency rules and regulations and bargaining unit provisions pertaining to a variety of personnel transactions such as; record keeping, employee benefits, and payroll. The position requires punctuality, dependability, consistent and regular attendance, the ability to work independently and to recognize important situations, be able to handle and prioritize multiple tasks, maintain confidential information and requires good interpersonal skills in dealing with the public and employees.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.

35%	Performs difficult and complex duties, which includes, but is not limited to the following: Prepares and enters information in the State Controller's Office computer system all Personnel Action Request (PAR) and Employee Action Request (EAR) documents, adhering to appropriate Laws and Rules. Prepares/process into PIMS, personnel transactions, which include appointments, separations, and miscellaneous transactions. Complete insurance enrollments/changes and follow the guidelines for the Affordable Care Act (ACA). Reconcile master payroll, submit docks, compute salary advances, establish account receivables, and notify accounting of disposition of warrants. Prepare/process in PIP payroll adjustments, i.e. FLSA calculations, overtime, shift, meal tickets and any special pays.
30%	Initiates appropriate documentation for employee garnishments, payroll adjustments, out-of-class assignments, accounts receivable, Family Leave Benefits, State Disability Insurance Leave, Non-Industrial Disability Leave Insurance, uniform allowance, premium pays, salary advances, answers inquiries from employees and the public, responds to telephone inquiries, files confidential personnel documents. Audit Leave Accounting employee leave summaries and audit and correct employee excess hours due to the 7K work/pay period on employee leave summaries. Calculate 7K overtime, shift, holiday, and pay period excess hours. Familiar with SCO, CalHR websites. Follows established rules and regulations regarding personnel transactions.
20%	Completes and maintains proper documents necessary for position control roster cards and payroll reconciliation, purges, organizes, and maintains Official Personnel Files, and various Personnel manuals and warrant registers, attends and participates in staff meetings, prepares and/or reviews benefits and personnel/payroll related materials for accuracy. May act as Personnel Supervisor I or lead person in his/her absence, may assist in personnel receptionist duties in his/her absence.
5%	Answer telephone inquiries from outside agencies and persons interested in state employment. Verify employment, calculate state service and process new employee files. Maintain and update manuals and file documents into employee files.
5%	Researches, compiles, types, properly prepares and submits various reports and special projects as determined by his/her supervisor. Other duties as requested.
5%	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 skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner. Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time, and submit timesheets by the due date. Attend In-Service Training as required. Attend SCO training as offered. Other duties as required.

Duties and Essential responsibilities assigned to the position.

Definition of Levels: This is a multirange level class, spanning entry through advanced journey levels. Incumbents assigned to Range A perform the least difficult transactions duties. Based upon the appropriate alternate range criteria, incumbents advance to Ranges B, C, and D. Under close supervision at the entry level, and under general supervision at the journey and advanced levels, and in accordance with established procedures, incumbents are assigned progressively more complex and difficult transactions duties in a variety of personnel transactions areas. Experienced incumbents in this class may provide functional guidance to lower-level staff.

Knowledge of: Current office methods, procedures, equipment, and basic math principles

Ability to: Think logically, multitask, and apply laws, rules, regulations, and bargaining contract provisions concerning personnel transactions; independently interpret and use reference material; give and follow directions; gather data; design and prepare tables, spreadsheets, and charts; advise employees of their rights; consult with supervisors on alternative actions which they may take on various transaction situations; communicate effectively; operate a computer keyboard/terminal; establish and maintain cooperative working relations with those contacted during the course of the work; organize and prioritize work; create/draft correspondence; maintain personnel records.

Additional Desirable Qualifications: Familiarity with automated systems.

All employees shall have general qualifications as described by California Code of Regulations, title 2, section 172.

All candidates for, appointees to, and employees in the state civil service shall possess the general qualifications of integrity, honesty, sobriety, dependability, industry, thoroughness, accuracy, good judgment, initiative, resourcefulness, courtesy, ability to work cooperatively with others, willingness and ability to assume the responsibilities and to conform to the conditions of work characteristic of the employment, and a state of health, consistent with the ability to perform the assigned duties of the class.

Where the position requires the driving of an automobile, the employee must have a valid state driver's license, a good driving record and is expected to drive the car safely. The foregoing general qualifications shall be deemed to be a part of the personal characteristics of the minimum qualifications of each class specification and need not be specifically set forth therein. The board may prescribe alternative or additional qualifications for individual classes and such shall be made a part of the class specifications.

SPECIAL PERSONAL CHARACTERISTICS

- Influence, change, and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts through observation and building rapport.
- Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.
- Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.
- Ability to build trust, improve communication, and assist with the transformation of correctional culture.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison incarcerated persons, visitors, nonemployees and employees shall be made aware of this.

CONSEQUENCE OF ERROR

Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and time line goals, and varying degrees of negative financial impacts to the department.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

SUPERVISOR'S STATEMENT:

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE