DUTY STATEMENT

Employee Name:	Position Number: 580-120-1317-018
Classification: Senior Personnel Specialist	Tenure/Time Base: Permanent/Full-Time
Working Title: Disability Management Payroll Specialist	Work Location: 1615 Capitol Avenue, Sacramento CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Human Resources Division	Branch/Section/Unit: Employee Relations and Resource Branch/ Payroll and Benefit Services Section/ Payroll and Benefit Services Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the California Department of Human Resource's Job Descriptions webpage.

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan independently completing personnel transactions related to Industrial Disability Leave (IDL), Non-Industrial Disability Insurance (NDI), State Disability Insurance (SDI), Worker's Compensation, Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA) and Catastrophic (CAT) Time Bank for the CDPH employees. This includes updating leave balances via the California Leave Accounting System (CLAS); processing accounts receivables; preparing garnishments; and processing benefits transactions, direct pay, and/or Consolidated Omnibus Budget Reconciliation Act (COBRA) for benefits; and overseeing retirement disabilities.

The Senior Personnel Specialist (Sr. PS) serves as the expert staff resource responsible for the most difficult and complex personnel/payroll issues related to disability benefits. The Sr. PS researches critical personnel problems and recommends alternative solutions; reviews various control agency letters, memos, and bargaining contract provisions; and develops, revises, and recommends internal procedures as necessary. The Sr. PS also functions as a team member on personnel-related projects.

The incumbent works under the general direction of the Supervisor I of the Payroll and Benefit Services Unit.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☐ Travel:
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

30% Process all personnel and payroll documents related to the issuance of disability pay and benefits utilizing the State Controller's Office (SCO) online automated system. Perform highly complex mathematical calculations and conduct in-depth research and interpretation of resource manuals to ensure compliance to laws, rules, and policies. Process post-injury restoration of leave credits and update leave balances via the California Leave Accounting System (CLAS); verifies reported disability absences by reconciling leave attendance documents (form STD 634) with approvals from authorizing agencies. Review attendance documents for accuracy and authorizes the release of all disability payroll. Calculate and forecast disability earning based on approved claims and prepare salary advances when appropriate. Prepare and update benefit documents, employment history on Personnel Action Request (PAR) documents, and payroll records to ensure accurate employment history. Independently investigate and resolve critical personnel issues, escalating to management when necessary.

25% Responsible for case management of FMLA/CFRA claims. Conduct a thorough monthly review and tracking of FMLA/CFRA absence request documents for both new and on-going FMLA eligibility determinations. Track FMLA/CFRA hours toward the 480 hours cap in a rolling 12-month period and entering FMLA/CFRA used hours into the CLAS system. Independently research and apply the Federal guidelines and Memoranda of Understanding (individual collective bargaining contracts) in making the eligibility determination. Act as the liaison with the manager, supervisor, and employee to obtain confidential and sensitive information (that relates to the medical reason an employee is absent from work) or additional information for current or potential FMLA cases. Responsible for composing and sending personalized FMLA notification letters, pamphlets, and medical certification information to eligible employees.

20% Works closely with manager, supervisors and administrative staff to facilitate the approval and establishment of requests for CAT leave banks. Manage CAT leave case records and ensures on-going and closed CAT leave banks are accurate. Prepare comprehensive CAT leave bank folder, printing out of leave balances, and maintaining manual leave cards for effective tracking of donated and used CAT leave bank hours. Update donors leave balances in CLAS system.

20% Independently resolves the more complex and sensitive problems related to payroll transactions, requiring expert interpretation of relevant laws and rules as they apply to Department and control agency requirements. Establish accounts receivables for collection of monies owed to the department due to overpayment of employees. Recommend and develop departmental personnel/payroll procedures that align with personnel/payroll policies established by control agencies, ensuring best practices are upheld. Participate in the implementation of these internal policies to ensure adherence to personnel/payroll policies, enhancing operational efficiency and compliance.

Marginal Functions (including percentage of time)

5% Perform other job-related duties as required.

☐ I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:
Approved By: JC
Date: 06/17/25