STATE OF CALIFORNIA
Department of Motor Vehicles

DEPARTMENT OF MOTOR VEHICLES

POSITION DUTY STATEMENT

Division: Administrative Services Division	**Classification Title**: 1317 Senior Personnel Specialist
Branch: Human Resources Branch	**Working Title**: Leave of Absence Specialist
Unit: Human Resource Branch	**Tenure/Timebase**: Permanent Fulltime
Position City: Sacramento	**Position County**: Sacramento County
Position Number: 031-1317-014	**CBID/Bargaining Unit**: R01

Conflict of Interest Classification: No

This position is designated under the Conflict of Interest Code. This 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 appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

Medical Evaluation: No	**Bilingual Language**: Unknown
Sensitive Position: No	**DMV Employee Pull Notice**: No
Fingerprint/Live Scan: Yes	**Professional License**: No
Work Week Group: 2	**Date Approved**: 09/28/2026

Direction Statement and General Description of Duties: Under the general direction of the Disability Management Unit Staff Services Manager I, the Leave of Absence Specialist demonstrates a positive attitude and a commitment to provide quality service that is accurate, timely and exceeds our customer's expectations. The duties are as follows:

Percentage and Essential/Marginal Functions:

40%	**(E)** Reviews and processes Workers' Compensation (WC) claims, including personnel, payroll, benefit, and leave related transactions. Prepares benefit documentation forms to initiate

	regular pay as well as payment of Industrial Disability Leave (IDL), supplementation for IDL, and temporary disability leave (TD), including preparation of documents for the State Controllers' Office (SCO); adjusts and restores leave balance after approval by State Compensation Fund (State Fund); prepares and keys Personnel Action Request (PAR) documentation into SCO database and forwards documents that cannot be keyed; acts as a liaison between State Fund, DMV managers, and injured workers throughout the state.
40%	**(E)** Administers, reviews, analyzes, and processes all personnel/payroll transactions in accordance with civil service laws, rules, policies, and procedures for a roster of approximately 160 excluded employees. Initiates and completes transactions for Non-Industrial Disability Insurance(NDI), Industrial Disability Leave (IDL), Temporary Disability (TD), processing Catastrophic Leave request and maintaining Catastrophic Leave case files. Incumbents will be assisting with training and workload support within the Disability Management Unit while interpreting and applying personnel related laws, rules, policies, procedures, and bargaining unit contracts.
15%	**(E)** Reviews, researches, and processes State Fund wage statements, accounts receivable, and attendance records. Prepares and monitors correspondence.
5%	**(M)** Performs other job-related duties and works on special projects as required.

Supervision Received: The Senior Personnel Specialist reports to and receives general direction from the Supervisor I and may also receive direction from the Supervisor II.
Supervision Exercised and Staff Numbers: None.
Physical Requirements: Requires fine hand manipulation and repetitive use of hands. Occasional reaching above shoulder level, occasional bending/stooping, and occasional lifting up to twenty pounds.
Special Requirements: It is the responsibility of each Human Resources Branch (HRB) employee to maintain a constructive, customer and solution-oriented attitude supporting teamwork and cooperative working relationships.

Personal Contacts: This position will interact with all levels of departmental staff and/or management via email, telephone, or in person. Interactions may be general, confidential, sensitive, or informative.

EMPLOYEE ACKNOWLEDGMENT

I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe you may need to request reasonable accommodation to perform the duties of this position, discuss your request with your manager/supervisor who will engage with you in the interactive process.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

MANAGER/SUPERVISOR ACKNOWLEDGMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE

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Fingerprint/Live Scan: Yes	**Professional License**:
Work Week Group:	**Date Approved**: 09-28-2026

Direction Statement and General Description of Duties:	
Percentage and Essential/Marginal Functions:	
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Supervision Received:

Supervision Exercised and Staff Numbers:
Physical Requirements:
Special Requirements:
Personal Contacts:

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