State of California
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
POSITION DUTY STATEMENT
BU: 1, 4, 9, 10, 11, 12 & 14

EMPLOYEE:	CLASSIFICATION: Personnel Specialist	HEADQUARTERS: Mather Campus
PROGRAM/UNIT: Finance & Logistics Administration/ Human Resources/ Pay, & Benefit Services / Transactions	POSITION NUMBER: 163-838-1303-904 /CN XXXXX	CBID: R01
TENURE: Limited Term	TIME BASE: Full Time	WORK WEEK GROUP: 2
APPT EFFECTIVE DATE:	RANGE (IF APPLICABLE):	PROBATIONARY PERIOD: ☐ 6 Mos. ☐ 12 Mos. ☒ N/A
IMMEDIATE SUPERVISOR: Supervisor I	CONFLICT OF INTEREST CATEGORY: ☐ Yes ☒ No	DMV PULL PROGRAM: ☐ Yes ☒ No

1. SUPERVISION RECEIVED:
   The Personnel Specialist (PS) is under close supervision at the entry level, and under general supervision at the journey/advanced level of the Transactions Unit Supervisor.

2. SUPERVISION EXERCISED:
   None.

3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES):
   The PS works in an office setting with artificial light and temperature control. The position will work a minimum of 40 hours per week, with possible overtime during an emergency. The ability to use a personal computer and telephone is essential.

4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES):
   Frequent verbal and written communication with various California Governor's Office of Emergency Services (Cal OES) employees/management, control agencies, and other State agencies.

5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED):
   Failure to perform the duties of the position effectively could result in inaccurate processing of personnel/payroll documents and the Department's inability to ensure up-to-date and accurate personnel and payroll policies, procedures and processes.

6. EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:
   When requested to fill an operational assignment and until demobilized, the following duties will be performed, and your regular duties may temporarily cease:

   May be required to work in the State Operations Center (SOC), Regional Emergency Operations Center (REOC), Joint Field Office (JFO), Area Field Office (AFO), Local Assistance Center (LAC), or other location to provide assistance in emergency response and recovery activities. All staff is required to complete operational related training and participate in one of three Readiness Teams that rotate activation availability on a monthly basis if not assigned to an Operational Branch (e.g., Fire/Law/Region/PSC Operations (Technicians)/PSC Engineering (Engineers). May be required to participate in emergency drills, training, and exercises.

   Staff need to work effectively under stressful conditions; work effectively & cooperatively under the pressure of short leave time; work weekends, holidays, extended and rotating shifts (day/night). Statewide travel may also be required for extended periods of time and on short notice.

(CONTINUED) EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:
While fulfilling an operational assignment it is important to understand that you are filling a specific "position" and that position reports to a specific Incident Command System (ICS) hierarchy. This is the chain of command that you report to while on this interim assignment.

On Call/Standby/Duty Officer (if applicable)

If assigned on-call, standby or as a Duty Officer, you are required to be ready and able to respond immediately to any contact by Governor's Office of Emergency Services (Cal OES) Management (including contact from the State of California Warning Center) and report to work in a fit and able condition if necessary, as requested.

7. JOB DESCRIPTION/GENERAL STATEMENT:
This is an entry through advanced journey level position. Under close supervision at the entry level, and under general supervision at the journey/advanced level of the Transactions Unit Supervisor, the PS performs the full range of personnel and payroll functions for their assigned units/sections/branches in accordance with all applicable laws, rules, regulations, bargaining unit contracts, policies, and procedures. The PS, as a member of the CalOES Transactions Unit Team, meets all deadlines, works effectively with appropriate control agencies, and adapts to multiple responsibilities and changing priorities. Consistent with good customer service practices and the goals of the Cal OES Strategic Plan, the PS provides courteous and timely responses to internal and external customers, follows through on commitments, and solicits and considers internal and external input when completing work assignments.

In alignment with our commitment to diversity, equity, inclusion, and accessibility, all Cal OES employees are encouraged to promote and foster an equitable and inclusive workplace environment.

Percent of Time	ESSENTIAL FUNCTIONS
40%	Complete all personnel/payroll transactions associated with the unit/section/branch assignment. Reconcile and verify monthly payroll using the State Controller's Master Payroll Certification input system, including dock, overtime and special pay. Initiate and establish salary advances, and accounts receivable. Use the State Controller's Personnel Information System (PIMS) to update employment data for assigned staff, including appointment, separation, retirement and miscellaneous changes. Determine benefits eligibility requirements and rules that apply to various time bases, employment types, and bargaining unit contract or Memorandum of Understandings. Establish and change employee benefit effective dates in accordance with the California Public Employees' Retirement System and the California Department of Human Resources (CalHR) regulations.
25%	Apply and interpret CalHR, Personnel Management Liaisons, and State Controller's Office Payroll letters for applicable laws, rules, regulations, policies and procedures. Prepare documents related to the appointment process, separations, and payroll and attendance processes. Be familiar with and appropriately apply to each personnel transaction all applicable sections of rules and regulations; bargaining unit contracts; policies and procedures; and the Personnel Action Manual, Payroll Procedures Manual, and the Benefits Administration Manual.
20%	Communicate with department timekeepers, supervisors, managers and other staff concerning technical aspects of personnel and payroll transactions. Correct transaction errors as necessary. Contact control agencies to resolve problems or to clarify a policy or procedure. The incumbent is accountable for control and follow-up on all transactions-related action, assignments, and will review all work for accuracy.
10%	Act as the technical information source for management and employees, including researching and resolving employee issues regarding payroll or benefits, and providing onboarding for new employees.
Percent of Time	MARGINAL FUNCTIONS
5%	Other Job-Related Duties as Required The incumbent will perform other job-related duties as required to fulfill the Cal OES mission, goals and objectives. Additional duties may include but not be limited to: assisting where needed within the program, which may include special assignments; complying with general State and Cal OES administrative reporting requirements (i.e. completion of time sheets, Empower time reporting, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.); and attendance at staff meetings.

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: Reviewing mail; preparing various forms; proofreading documents; reading printed material, computer screens, and handwritten materials.	☐	☐	☐	☐	☒
HEARING: Answering telephones; receiving verbal information from outside sources; understanding verbal instruction.	☐	☐	☐	☐	☒
SPEAKING: Receiving visitors; answering inquiries and providing verbal information or instruction.	☐	☐	☐	☐	☒
MOVEMENT: Delivering material to others; picking up materials from others; copying; faxing; distributing information; filing.	☐	☒	☐	☐	☐
SITTING: At a computer terminal or desk; conferring with employees.	☐	☐	☐	☒	☐
STANDING:	☐	☒	☐	☐	☐
BALANCING:	☐	☒	☐	☐	☐
CONCENTRATING: Reviews and reads records/documents, researches, composes, analyzes, compiles, and updates technical documents; multi-tasking; prepares various forms and documents.	☐	☐	☐	☐	☒
COMPREHENSION: Understanding needs of co-workers, clients; understands procedures and practices; Understands laws, regulations related to their work.	☐	☐	☐	☐	☒
WORKING INDEPENDENTLY: Possesses ability to work independently as well as a team member, have good interpersonal and communication skills, ability to follow directions, take initiative, assume responsibility, and exercise good judgment and tact. Must be able to work alone without much guidance or interaction or interaction from other staff.	☐	☐	☐	☐	☒
LIFTING UP TO 10 LBS. OCCASIONALLY:	☐	☒	☐	☐	☐
LIFTING UP TO 20 LBS. OCCASIONALLY AND/OR 10 LBS. FREQUENTLY:	☒	☐	☐	☐	☐
LIFTING UP TO 20-50 LBS. OCCASIONALLY AND/OR 25-50 LBS. FREQUENTLY:	☒	☐	☐	☐	☐
KEYING: Pushing buttons on telephone; typing; copying.	☐	☐	☐	☐	☒

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
REACHING: Answering phones.	☐	☒	☐	☐	☐
CARRYING: Distributing mail; reports; stocking supplies.	☐	☒	☐	☐	☐
CLIMBING: Stairs	☒	☐	☐	☐	☐
BENDING AT WAIST:	☐	☒	☐	☐	☐
KNEELING:	☒	☐	☐	☐	☐
PUSHING OR PULLING:	☐	☒	☐	☐	☐
HANDLING: Documents, manuals	☐	☐	☐	☐	☒
DRIVING:	☒	☐	☐	☐	☐
OPERATING EQUIPMENT: Computer; telephone; copy machine; fax.	☐	☐	☐	☐	☒
WORKING INDOORS:	☐	☐	☐	☐	☒
WORKING OUTDOORS:	☒	☐	☐	☐	☐
WORKING IN CONFINED SPACE: Enclosed office environment.	☐	☐	☐	☐	☒

OTHER INFORMATION

Must have knowledge of the state and related federal laws, rules, regulations, policies, and procedures. Must exercise good writing skills; follow oral and written directions, be responsive to the needs of the public and employees of Cal OES and other agencies; analyze situations and take effective action using initiative, resourcefulness, and good judgment. May need to work with limited supervision.

Consistent with good customer service practices and the goals of the Cal OES Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal and external customers, follow through on commitments, and solicit and consider internal and external customer input when completing work assignments.

SIGNATURES

Certification of Applicant/Employee

Note – If any concerns with performing the duties of this position with or without reasonable accommodation, discuss your concerns with the hiring supervisor, who in turn, will discuss with the Reasonable Accommodation Coordinator.

I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and 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.

I have read and discussed these duties with my supervisor:

_____ _____

Employee's Signature *Date*

I certify that the above accurately represents the duties of the position:

_____ _____

Supervisor's Signature *Date*

_____

Civil Service Title