DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS – COALINGA

CLASSIFICATION: **PERSONNEL SPECIALIST**	
Approved by Supervisor II (A) – Sara Banales **Signature:** Sara Banales	**Date Approved:** 3/23/2026

1. MAJOR TASKS, DUTIES AND RESPONSIBILITIES: 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.

20% ATTENDANCE REPORTING:
Report attendance for regular time worked according to work week group and Bargaining Unit of each class; verify roster of monthly and semi-monthly employees each 21 and 22 day period. Payroll input processing on-line keying of semi-monthly regular pay and intermittent pay; certify master payroll for monthly employee's regular pay. Process necessary retroactive adjustments to negative and/or positive attendance; process salary advances for warrants not received; complete necessary documentation to receive payment for clearing the salary advance in a timely manner. Verify warrant registers received, auditing for various miscellaneous deductions to be withheld, as well as correct position number, payment type and days/hours paid.

20% PERSONNEL ACTION TRANSACTIONS:
Process Personnel Action Request (PAR) transactions for all appointments, miscellaneous changes, and separations. Key on-line into PIMS system. Utilize extensive knowledge of Personnel Action Manual (PAM), Department of Personnel Administration (DPA) Laws and Rules, Coalinga State Hospital (CSH) policy, and State Controller's Office (SCO) Pay Scale Manual. May also involve interaction with other State Agencies and various CSH departments. Update and process documents related to PAR transactions (i.e. roster card, 672, Time and Attendance reports. Verifying payment accuracy for PAR documents such as shift changes, pay range changes, lump sum, recruitment and retention, bilingual payments, etc. and then forwarding CSH employee database information).

15% DISABILITY TRANSACTIONS:
Supply employees with information regarding disability benefits based on Bargaining Unit contracts, DPA Laws and Rules, Government Codes, Labor Codes, SCO policies and procedures, the State Administrative Manual (SAM) and CSH policy. Notify affected employees of benefit options and monitor selection. Follow case from beginning to closure, process all documentation, and work with State Compensation Insurance fund via Claims Management or with the Employment Development Department to ensure accurate compensation to employee. Update retroactive approval; monitor leave credit usage; keep employee informed of benefit status.

15% LEAVE ACCOUNTING:
Utilize knowledge of the Leave Accounting System (LSA) to determine leave system eligibility on all employees. Key all LSA employees onto on-line. Track all NLSE employees on Leave Record Cards. Collect all 634 Time Worked Reports from each CSH department every pay period to audit leave usages. Monitor for Leave Without Pay or Unauthorized Dock situations and process necessary documentation to assure accurate pay is requested/released. Post each employee's usages every pay period onto the 672 Time & Attendance Report and key onto PIP system. Audit of timesheet includes monitoring appropriate usages of leave based on Bargaining Unit Contracts and verifying substantiation when appropriate and Post Leave Record cards as needed.

15% SPECIAL PAY PROCESSING:
Audit timesheets for overtime worked. Determine eligibility for pay or time based on work week group and bargaining unit. Request pay from appropriate blanket based on Level-of Care/Non-Level of Care and Fair Labor Standards Act information. Verify eligibility and process payments of special miscellaneous pay for eligible employees. Including: out-of-class, Registered Nurse (Safety) shift lead, Medical Officer of the Day, shift differential, etc. Key overtime and special miscellaneous pay on the PIP system. Verify receipt and release of accurate payments to employees. Identify and process documents that cannot be keyed on-line.

10% EMPLOYEE BENEFITS PROCESSING:
Inform CSH employees of available benefits and determine eligibility. Benefits include: health, dental, vision, consolidated benefits, flex elect, deferred compensation, life insurance, long-term disability, voluntary personal leave program, alternate work schedules and Family Medical Leave Act, etc. Process documents as needed, and audit for errors. Requires extensive knowledge of available benefits and a willingness to incorporate continuous updates into that knowledge. Assist employees

with problems regarding benefits. Act as a liaison between the employee and the Public Employee Retirement (PERS), SCO, DPA or CSH. Discretion is necessary as much of this information is confidential or sensitive in nature.

5% PROCEDURE IMPLEMENTATION AND UPDATE:
Keep informed of all changes in policies and procedures affecting personnel transactions. Involves various sources including DPA, LAS, SCO, PERS, CSH, Department of Mental Health (DMH), Memorandum of Understanding (MOU'S), and various vehicles such as pay letters, leave accounting letters, payroll letters, management memos, administrative documents, PERS circular letters, personnel letters, personnel management letters, bargaining unit contracts, etc.

2. SUPERVISION RECEIVED:
Personnel Supervisor I

3. SUPERVISION EXERCISED:
None

4. KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF: Current office methods, procedures, equipment, and basic math principles.

ABILTITY 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.

5. REQUIRED COMPETENCIES:

ANNUAL HEALTH REVIEW: All employees are required to have an annual health review and TB test or whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

INFECTION CONTROL: Applies knowledge of correct methods of controlling the spread of pathogens appropriate to job class and assignment.

HEALTH AND SAFETY: Activity supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.

CPR: Maintain current certification if applicable.

THERAPEUTIC STRATEGY INTERVENTION (TSI): Supports safe working environment; practices the strategies and interventions that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior.

CULTURAL AWARENESS: Demonstrates awareness to multicultural issues in the work place that enable the employee to work more effectively.

RELATIONSHIP SECURITY: Demonstrates professional interactions with patients, and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION: Maintains and safeguards the privacy and security of patients' protected Health Information and other individually identifiable health information; whether paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES: In depth knowledge of Personnel policies, laws, rules and regulations as applied to Personnel Transactions.

TECHNICIAL PROFICIENCY (SITE SPECIFIC):

- Ability to operate computer to access State Controller's Office database to perform complex Personnel Transactions.
- Knowledge of the Human Resources Personnel Data Base and ability to enter information and generate reports.

6. LICENSE OR CERTIFICATION: It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Services.

7. TRAINING:

Training Category – 2 – Training Procedure No. 03-11.

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS:

ADMINISTRATIVE DIRECTIVE AD-146:
Each employee shall be fully acquainted with the rules and regulations of the Department of State Hospitals (DSH) and of the hospital.

EMPLOYEE IS REQUIRED TO:

1. Report to work on time and following procedures for reporting absences.
2. Maintain professional appearance.
3. Appropriately maintain cooperative, professional, and effective interactions with employees, patient/client and the public.
4. The work entails routinely encountering clients and interacting with staff throughout the facility, thus sensitivity and tolerant even temperament is required.
5. The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

Employee Signature	Print Name	Date
Supervisor Signature	Print Name	Date