CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
CSP-Solano	674-261-1303-013			1
DIVISION / UNIT	CLASSIFICATION TITLE			
	Personnel Specialist			
	WORKING TITLE			
State of California Department of Corrections and Rehabilitation California State Prison - Solano	Personnel Specialist			
	TIME BASE / TENURE	CBID	WWG	COI
	P/FT	R01	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
Vacaville, California				

CDCR'S MISSION, VISION and COMMITMENT

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

CDCR and CCHCS are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities.

CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.

DIVISION OVERVIEW

California State Prison, Solano (CSP-Solano) is an institution responsible for the care, custody, and rehabilitation of incarcerated individuals. CSP-Solano offers a variety of programs aimed at reducing recidivism, including academic education, vocational training, substance abuse treatment, and other rehabilitative services. Staff within the institution support CDCR's mission by ensuring the safe and effective operation of the facility, promoting positive change and upholding the highest standards of professionalism and integrity.

GENERAL STATEMENT

Under the direction of the Personnel Supervisor I the Personnel Specialist is required to have the ability to appropriately apply laws, regulations and bargaining unit contract provisions concerning personnel transactions, keying employees into the system,

separating employees timely and auditing employees leave usage and accruals. The Personnel Specialist demonstrates a positive attitude and a commitment to provide quality customer service that is accurate, timely, and exceeds our customers' expectations.

% 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.
25%	Processes master payroll documents and certify attendance for approximately 180 employees. Completes payroll adjustment notices (underpayments and overpayments). Completes payroll processes for Non-industrial Disability Leave, overtime, garnishments, physical fitness, uniform allowance special pay and shift differential, approved out-of-class assignment pay. Research and resolves pay problems. Complies with all rules and regulations authorized by the Fair Labor Standards Act. Issues payment for Incarcerated Day Labor employees.
20%	Responsible for auditing the attendance of assigned employees for positive and negative pay and entering attendance corrections into the California Leave Accounting System (LAS). Reconciles leave balance reports and completes input and correction documents as needed to ensure each employee's leave record information is current and correct. Track leave credit usage for Family and Medical Leave Act (FMLA), Catastrophic Time Bank (CTB), military leave, education leave, etc.
20%	Process employment history documentation and determine appropriate salary for appointments, reinstatements, transfers, retirements, changes of time base, merit salary adjustments, and alternate range movements. Enter personnel documents using the State Controller Office (SCO) employment history database system, to process changes generated by the Personnel Action Request (PAR) form.
15%	Researches and applies appropriate Department of Personnel Administration (DPA) and State Personnel Board (SPB) rules and regulation. Apply various contract provisions. Research and apply various policies and procedures found in the Personnel Transactions Manual (PTM), Payroll Procedures Manual (PPM), Personnel Action Manual (PAM), Benefits Administrative Manual (BAM), Personnel Management Policies and Procedures Manual (PMPPM), Civil Service Pay scales, and all instructional and informational material provided by the Department of Personnel Administration, State Personnel Board and the State Controller's Office.
10%	Processes benefits including review of eligibility requirements, advises employees, and processes forms for health, dental, flex-elect, long-term disability, COBRA, legal services, family medical leave act, direct deposit, and various other benefits.
10%	Maintain official personnel files by filing and purging documents according to the Record Retention Schedule. Reads, implements, maintains, and files all revisions to control agency manuals, memos, pay letters, and procedures. Attend training sessions as required and instructs a segment of the New Employee Orientation. Assist with providing customer service and general information to employees or the public at the front counter of the Personnel Office.

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 incarcerated people, 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 timeline goals, and varying degrees of negative financial impacts to the department.

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

674-261-1303-013

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**