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
California Institution for Women	086-261-1303-002			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Personnel Specialist			
	WORKING TITLE			
Business Services	Personnel Specialist			
	TIME BASE / TENURE	CBID	WWG	COI
	L/FT	R01	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
Personnel				

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

Under the administrative direction of the Chief Deputy Administrator, Correctional Administrator Business Services, (AWBS) is responsible to plan, organize, direct and coordinate business management for the institution which includes the following areas of responsibility: Fire Department and Hazardous Materials, Records, Plant Operations, Procurement, Warehouse, Clothing and Laundry, Property Controller, Food Services, Accounting and Trust, Personnel, Budgets, liaison for California Correctional Training and Rehabilitation Authority and Information Technology.

GENERAL STATEMENT

Under the direction of the Personnel Supervisor I, the Personnel Specialist works independently with a variety and complex work. Required to apply State Laws, departmental and control agency rules and regulations, and bargaining unit provisions pertaining to a variety of personnel transactions in the areas of record keeping, certification, payroll and personnel documents processing and related personnel transactions functions. This position requires a thorough and detailed knowledge of appropriate laws, rules,

regulations, and contract language pertaining to personnel transactions. This is a multi-range level class spanning from entry through advanced journey levels.

% 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.
45%	Provide service and answer all employee inquiries and requests; process all appointment, separation and miscellaneous change transactions through the certifications process; keying these documents into the Personnel Information Management System (PIMS) utilizing all available resource material, for example, Memorandum of Understanding, HR Manual, Personnel Procedures Manual, Personnel Action Manual. Process monthly payroll and key into Payroll Input Process (PIP) System, overtime, shift differential and holiday pay. Compute Fair Labor Standards Acts (FLSA) and 7k exempt wages, process and track garnishments, and miscellaneous deductions. Utilize the Personnel Post Assignment System (PPAS) and California Leave Accounting System (CLAS). Process all employee benefits. Process all salary advances and notification of accounts receivables, including set-up and collection. Keep Salary Advance and Accounts Receivable Aging Report current. Update the Business Information Systems (BIS) on a regular basis, i.e. separate employees that transfer to Departments other than CDCR, retires and permanent separations. Reconcile payroll with position roster cards on a monthly basis, after master payroll issues.
25%	Maintain leave balances in CLAS with monthly updates according to the different bargaining unit contracts. Ensure accuracy of leave usage charged against Leave Accounting System (LAS) through SCO system and employee's attendance record (CDC 998A). Assist the Sr. Personnel Specialist, when necessary, in process documentation for history and pay regarding Family Medical Leave Act (FMLA), Non-Industrial Disability Leave (NDI), State Disability Insurance, Industrial Disability Leave (IDL) claims.
20 %	Process uniform allowance, overtime pay, senior peace officer pay differential, recruitment and retention pay, bilingual, longevity pay differential, educational pay, etc. on a timely basis. Assist the Personnel Supervisor and the Institutional Personnel Officer, as needed providing information to be included in institutional, departmental and control agency reports. Processed Benefits (Health, Dental, Vision) or new hires, upcoming retirees or when permitting events apply.
10%	Prepare Official Personnel Files for new and transferring employees, within reasonable timeframe. Prepare STD 612 documents for transferring employees. Attend training as mandated. Perform administrative duties including, but not limited to filing documents and adhering to Department policies, rules, and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time and submit timesheets by the due date. Must meet the 40 hours required for IST/OJT annual training. Assist with Employment Verification in the absence of P&C Analyst and Receptionist. Monday – Friday 8:00 am – 4:00 pm

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, non-employees, and employees shall be made aware of this.

CONSEQUENCE OF ERROR

- Example: 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.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

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

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