

**DUTY STATEMENT**

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Human Resources		EFFECTIVE DATE
BRANCH/SECTION Human Resources		CLASS TITLE Personnel Specialist
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		PHYSICAL WORK LOCATION Sacramento
INCUMBENT (if known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-404-1303-001
YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.		
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS: Under the direct supervision of the Personnel Supervisor I, the Personnel Specialist performs general personnel and payroll functions for an assigned roster of approximately 250+employees. Duties include, but are not limited to, processing of payroll and attendance for employees in several bargaining units and excluded employees, performing salary determinations, processing benefits and Request for Personnel Action (RPA).		
% 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. (Use additional sheet if necessary)		
<b><u>ESSENTIAL FUNCTIONS:</u></b>		
50%	Process all personnel, payroll and various benefits and documents including Personnel Action Request (PAR), Employee Action Request (EAR), appointments, permanent and temporary separations, retirements, out-of-class, overtime, dock, lump sum payment deferrals, and salary determinations. Process and provide information and assistance to employees regarding State Sponsored benefits, including health, dental, vision etc. Audits and updates the Employee Timesheets System (ETS) and the California Leave Accounting System (CLAS). Researches and resolves attendance reporting problems and works with employees and timekeepers to ensure accurate record-keeping. Initiates appropriate documentation to establish employee garnishments, accounts receivable and miscellaneous payroll adjustments.	
25%	Research and apply civil service laws and rules, regulations, and departmental policies, and procedures as well as bargaining unit contract provisions as they relate to personnel and payroll transactions. Maintain working relations with control agencies, and departmental liaisons. Respond both verbally and in writing to inquiries regarding personnel/payroll issues and leave accounting discrepancies.	
20%	Advise employees regarding various personnel policies, transactions and benefits. Utilize external and internal customer service principles in responding to telephone or in person inquiries.	
5%	Perform other work-related duties as assigned.	

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**MARGINAL FUNCTIONS:**

**KNOWLEDGE AND ABILITIES** [From Class Specs]

**Knowledge of:** Current office methods, procedures, equipment, and basic math principles.

**Ability 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.

**WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:**

- Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc.
- Dress appropriately for a business/government environment.

**SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**

SUPERVISOR'S NAME (Print) Debra Hickman-van Haaster	SUPERVISOR'S SIGNATURE	DATE
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**EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT**

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

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