The California Horse Racing Board ensures the integrity, viability, and safety of the California horse racing industry by regulating pari-mutuel wagering for the protection of the public, promoting horse racing, breeding, and wagering opportunities, and fostering safe racing through the development and enforcement of track safety standards and regulations for the health and welfare of all participants.

This position requires the incumbent maintain consistent and regular attendance; communicate effectively and professionally (both orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and adhere to all departmental policies and procedures.

Under direction of the Human Resources Manager, the incumbent is responsible for, but not limited to maintaining the official personnel files; processing personnel/payroll transactions; updating and maintaining proper filing of employee benefits programs, time and attendance, miscellaneous employee inquiries and/or needed actions; recruitment; exams; position control and analyses of various Human Resources projects and/or issues.

**ESSENTIAL FUNCTIONS:**

**Transactions** - Applies and interprets laws, rules, and procedures from available reference manuals and other related revisions issued by the State Controller's Office (SCO), California Department of Human Resources (CalHR), Public Employee's Retirement System (CalPERS), Bargaining Unit Contracts and the California Horse Racing Board (CHRB) to prepare and process all personnel and benefits transactions and documents for employees. Prepares and keys Personnel Action Requests for appointments, separations and miscellaneous changes via the SCO system. Serves as the Security Monitor for the SCO database. Review and submit justifications (if applicable). Processes all RPA's to determine appropriate personnel transaction and conducts a salary determination. Verifies and keys leave usage monthly in the California Leave Accounting System (CLAS). Researches and corrects discrepancies. Checks probation reports that are due, maintains probation log, prepares letter to attach to the notice and forwards to the appropriate supervisor. Prints and tracks Merit Salary Adjustment (MSA) slips monthly and sends to the appropriate supervisor for approval. Processes garnishments and sets up accounts receivables as appropriate. Coordinates psychological and medical requirements with CalHR during the pre-employment process.

Conducts new CHRB employee orientation. Provides assistance to employees for all benefits. Determines eligibility and prepares and submits health, dental, flex elect, Group Legal, and Long Term Disability forms etc. Prepares and/or processes COBRA and Direct Pay notifications and forms, tax withholding information, Merit Salary Adjustments, etc. Completes Affordable Care Act (ACA) forms, logs and enters the proper information into SCO ACA database every time status changes (offered, accepted, declined, terminated etc.).

Processes master and supplemental payroll, certifies attendance, and prepares required payroll warrant releases. Processes and verifies intermittent and/or retired annuitant payroll.

Provides information to employees and management on SDI, NDI and PFL programs. Acts as CHRB Family Medical Leave (FMLA) and California Family Rights Act (CFRA) Coordinator. Administers the Workers' Compensation program to employees; counsels and interacts with injured workers, supervisors, management, control agencies representatives, attorneys, physicians, vocational rehabilitation counselors, SCIF adjusters, and others involved in investigating and resolving claims.

**Class and Pay** - Handles all aspects of recruitment and selection of employees. This includes assisting supervisors with the hiring process; analyzing available alternatives such as eligible lists, appropriate lists,
transfers, training and development assignments, etc.; utilizes CalHR’s Exam and Online Certification system (ECOS) to oversee CHRB’s recruitments i.e. creates vacancy job controls, posts advertisements, monitors candidates’ electronic application submissions, orders and clears certification lists, and finalizes the hires in ECOS.

Assists Supervisors in reviewing and preparing duty statements; conducts job audits; advises managers and supervisors on matters of organization and classification changes; analyzes pay issues, which include hiring above minimum, red circle rates and determining salaries; prepares Board items to establish or revise classes, which includes developing proposed specification and conducting research necessary to justify new classes or revisions to classes.

### Special Projects – Performs a variety of analytical work in completing special projects, studies and other reviews and evaluations related to Personnel.

- Tracking, analyzing and interpreting CalHR Manual updates, Pay Letters (PLs) from CalHR and SCO, and Circular Letters from CalPERS determining what audience is affected and releases a Personnel Memorandum or all-staff email to that audience;
- Conflict of Interest departmental coordinator, and coordinator for all internal audits related to Personnel;
- Wellness Coordinator; and Employee Assistance Program (EAP) coordinator.

Serves as the Management Information Retrieval System (MIRS) user to create, edit, and copy various reports to gather, monitor and track a variety of personnel management data. Analyze and evaluates data gathered and prepares reports for managers and supervisors.

### Position Control - Maintains the official CHRB organizational chart and roster of established positions.

- Maintains RPA log and determines position number in the event of a reclassification; prepares vacancy and hiring reports;
- Reviews the monthly Periodic Position Control Report to ensure actions submitted/processed are accurate; reviews the annual Payroll Header Report to determine edits and/or deletions to the established headers; reconcile the annual Schedule 8 Report received from SCO and works with Budgets as needed, compares CLAS to SCO Schedule 8 Report and prepares any documents necessary to clear discrepancies; completes Change in Payroll Header, Change in Established Position and Established Position Record forms when necessary and updates the CHRB’s official organizational chart.

### Exams - Serves as the examination analyst in the development of examination materials, question development, examination bulletin preparation, and examination eligibility of potential applicants. Coordinates all facets of the civil service selection process. Works with Subject Matter Experts (SME’s) to develop exam components, holds panel orientation, and represents the SPB as a Proctor and/or Chairperson on examinations. Prepares verbal and/or written responses to selection related questions, complaints, and appeals from the general public, control agencies and all levels of departmental staff and management. Reviews applications for eligibility as part of the CHRB hiring process for eligibles listed on servicewide and Consortium open online exams and processes withholds on applicants that do not meet the minimum qualifications.

- Performs job analysis for exams and prepares reports. This includes working with SME’s to develop specific job tasks, explaining worksheets and rating scales to the SME’s, develop and edit knowledge, skill, and abilities lists, and determine how the exam will be combined and weighted to assign final ratings of eligibility. Uses Examination and Certification Online System (ECOS) on-line system.

- Administers CEA exams and prepares Secretary Agency Requests (SARs) for submission to Agency, develops scoring criteria and participates as an exam panel member, ensuring exam confidentiality, and that all CEA exam rules and regulations are followed.

### MARGINAL FUNCTIONS:

- Assist the Staff Services Manager I with labor relations, gathering information for grievance/complaints, developing policy and procedures, training and reasonable accommodations. Other duties as assigned.

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<th>Role</th>
<th>Description</th>
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<tr>
<td>20%</td>
<td>Transfers, training and development assignments, etc. Utilizes CalHR’s Exam and Online Certification system (ECOS) to oversee CHRB’s recruitments. Creates vacancy job controls, posts advertisements, monitors candidates’ electronic application submissions, orders and clears certification lists, and finalizes the hires in ECOS.</td>
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<tr>
<td>10%</td>
<td>Assists Supervisors in reviewing and preparing duty statements; conducts job audits; advises managers and supervisors on matters of organization and classification changes; analyzes pay issues, which include hiring above minimum, red circle rates and determining salaries; prepares Board items to establish or revise classes, which includes developing proposed specification and conducting research necessary to justify new classes or revisions to classes.</td>
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<tr>
<td>10%</td>
<td>Special Projects – Performs a variety of analytical work in completing special projects, studies and other reviews and evaluations related to Personnel. Examples of projects include, but are not limited to the following: Tracking, analyzing and interpreting CalHR Manual updates, Pay Letters (PLs) from CalHR and SCO, and Circular Letters from CalPERS determining what audience is affected and releases a Personnel Memorandum or all-staff email to that audience; Conflict of Interest departmental coordinator, and coordinator for all internal audits related to Personnel; Wellness Coordinator; and Employee Assistance Program (EAP) coordinator. Serves as the Management Information Retrieval System (MIRS) user to create, edit, and copy various reports to gather, monitor and track a variety of personnel management data. Analyze and evaluates data gathered and prepares reports for managers and supervisors.</td>
</tr>
<tr>
<td>10%</td>
<td>Position Control - Maintains the official CHRB organizational chart and roster of established positions. Maintains RPA log and determines position number in the event of a reclassification; reviews the monthly Periodic Position Control Report to ensure actions submitted/processed are accurate; reviews the annual Payroll Header Report to determine edits and/or deletions to the established headers; reconcile the annual Schedule 8 Report received from SCO and works with Budgets as needed, compares CLAS to SCO Schedule 8 Report and prepares any documents necessary to clear discrepancies; completes Change in Payroll Header, Change in Established Position and Established Position Record forms when necessary and updates the CHRB’s official organizational chart.</td>
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<tr>
<td>5%</td>
<td>MARGINAL FUNCTIONS:</td>
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- Assist the Staff Services Manager I with labor relations, gathering information for grievance/complaints, developing policy and procedures, training and reasonable accommodations. Other duties as assigned. |
**KNOWLEDGE AND ABILITIES:**

**Knowledge of:** Applying principles and practices of public personnel management; classification and pay principle used in analyzing and describing positions, establishing proper salary levels, and conducting classification and pay surveys; techniques of employee recruitment; employee relations and performance evaluation; test construction and source of test materials; principles, practices, and trends of public administration, and organization and management.

**Ability to:** Perform research in various personnel fields; interpret and apply laws, rules, standards, and procedures; develop and administer training programs; analyze and solve difficult technical personnel problems; appraise qualifications of applicants and interview effectively maintain the confidence and cooperation of others; analyze data and present ideas and information effectively; train and supervise subordinates; assume and demonstrate independent responsibility for decisions and actions having broad implications on various aspects of personnel management.

**Skill in:** Applying principles and practices of public personnel management.

**GENERAL QUALIFICATION:**

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

**WORK ENVIRONMENT:**

- The incumbent works in a typical office environment, using one or more personal computers.
- Works on the second floor of a two story building.

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

**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 other balance the workload.