**CALIFORNIA COASTAL COMMISSION**

**DUTY STATEMENT**

**PERSONNEL SPECIALIST**

**EMPLOYEE NAME:**

**WORKING TITLE:** Personnel Specialist

**WORK UNIT/DIVISION:** Human Resources Office

**LOCATION:** San Francisco

**DATE OF APPOINTMENT:**

**CBID:** R01

**TENURE/TIMEBASE:** Permanent/Full-Time

**BASIC FUNCTION**

Under the supervision of a Personnel Supervisor II, the Personnel Specialist is responsible for the personnel transactions and payroll functions. The authority and responsibility is delegated to the Personnel Specialist to contact CalHR, State Controller’s Office, CalPERS, EDD, SCIF and various State agencies, as required; to consult with supervisors and employees, as necessary; and to certify personnel and payroll documents. The Personnel Specialist also performs a wide variety of human resources services tasks, demonstrating initiative, independence of action, good judgment and an understanding of applicable rules and procedures. **The Personnel Specialist must be discrete and can be relied upon to keep all personnel matters confidential.**

The incumbent is expected to follow general work instructions; standardized practices and procedures; regularly perform a variety of the most difficult administrative duties; and consistently exercise a high degree of initiative, independence, judgment, and originality in performing assigned duties and delegated special tasks. The incumbent may be required to coordinate with the other administrative staff in the San Francisco office to provide back up in providing adequate phone and mailroom coverage. The incumbent must have strong organizational skills, communication skills, computer skills and work well with others.

**ESSENTIAL FUNCTIONS**

1. **Personnel Transactions – 30%**

Preparation of all documents affecting an employee’s status: new hires, separations, promotions, transfers, demotions, classification changes, reinstatements, retirements, range changes, etc.

Payroll: Preparation of documentation affecting employee pay including negative and positive payrolls, dock notices, payroll adjustments, attendance, merit salary adjustments, salary garnishments, etc. Reconcile warrant registers with documentation and approve for the Accounting Office to release. Prepare salary advances for those employees not receiving a regular payroll warrant on payday.

Attendance/Leave Accounting System/Tempo: Responsible for certifying the attendance of employees. Input monthly leave usage activities as indicated on the timesheets by the deadline. Promptly resolve any leave discrepancies that may arise. Maintain the integrity of leave activities/balance information on the Tempo Software and California Leave Accounting System (CLAS). Maintain timesheets in accordance with the Records Retention Schedule.

Health Benefits: This includes the health, dental and vision programs; FlexElect; COBEN; Long Term Disability; and various other benefit programs. Administer these benefit programs; notify employees of open enrollment periods and distribute information on a timely basis; process enrollment forms. Assist employees in resolving problems with carriers. Issue COBRA notification, whenever necessary.

1. **Disability Programs – 10%**

Administer the various disability programs: NDI/ENDI, SDI, PFL, FMLA, IDL and TD. Provide assistance to employees. Complete claim forms, as needed; and under close supervision of the Personnel Supervisor II, requests pay for each respective program and monitors leave balances.

1. **Records & Tracking – 10%**

Merit Salary Adjustment: Set up and maintain a control system for monitoring employees’ eligibility for a SISA or MSA. This would include the hours worked for an intermittent employee, processing “Supervisor’s Certification of Salary Adjustment (Form 609), and ensuring the salary adjustment has been processed.

Performance Appraisal: Maintain a control file for probationary and annual performance appraisals, prepare reports and send forms to supervisors 30 days prior to the report date.

Position Control: update and keep position control cards and PAR information current. Maintain forms 625 and 607 records. Resolve any errors that may arise.

Personnel Files:Maintain employees’ official personnel folders. Maintain related files as necessary (I-9, health questionnaire, probation and appraisal reports, job descriptions, volunteer data, etc.)

Special Reports: Responsible for completing reports on a timely basis. These include the

CAL-OSHA log and related reports, SCIF invoices, EDD invoices, Federal government reports, notices related unemployment claims and other reports as required. Complete verification of employment forms from various sources.

Provide back-up coverage for the other Personnel Specialist and/or Personnel Supervisor II in their absence.

1. **Employment Process – 20%**

Review job applications to determine eligibility of candidates. Code eligible lists. Assist in maintaining hiring files in an orderly manner. Ensure confidential information is redacted before forwarding any documents to hiring supervisors/managers.

Call or email applicants to clarify questions; respond to questions over the phone, via email or in person. Track hiring and work with analysts to prepare completed file/documents for filing.

1. **Meetings and Trainings– 10%**

Attend weekly HR check-in and actively participate in discussions involving transaction work. Attend trainings and workshops related to transaction work and benefits as necessary to stay up to date on changing rules and regulations.

1. **Justice, Equity, Diversity and Inclusion – 5%**

Participates in tasks, trainings, and outreach that support implementation of the agency’s Justice, Equity, Diversity and Inclusion (JEDI) plan. This may include attending quarterly JEDI calls, contributing to staff trainings on JEDI issues such as on implicit bias, presenting at outreach events at locations with greater diversity, and providing input on hiring practices.

1. **Marginal Functions – 15%**

Provide backup for phone coverage on the Commission’s main phone line. Assist in the mailroom when necessary.

Telephone lines – clear HR voicemail line and HR email inbox daily, respond to all basic requests for information or work with HR analysts for more complicated questions.

FPPC – Scan all paper Forms 700 for Commissioner, Alternates and the Executive Director and maintain electronic related to assuming, annual and separation filings.

File all transaction work and other personnel documents as assigned.

Mail – open, date-stamp and distribute.

Maintain supplies including office supplies (paper, toners, service calls, etc.),

Administer onboarding paperwork for volunteers; assist in providing onboarding paperwork for Commissioners and Alternates

Fax, duplicate, collate, and distribute human resources material as necessary.

Set up and maintain office files and file materials.

**SUPERVISION EXERCISED OVER OTHERS**

This position does not supervise. May be asked to act as lead or be a mentor to a new employee.

**KNOWLEDGE, SKILLS & ABILITIES**

This is a multi-range level class, spanning entry through advanced journey levels. Incumbents perform duties in accordance with established procedures and perform duties in a variety of personnel transactions areas. Supervision is close at entry level and is general as incumbent progresses through the ranges. This position requires good verbal and written communication skills and problem-solving skills.

Manuals: Be knowledgeable and maintain all manuals that serve as working tools: PAM, PPM, SPB Law and Rules, DPA Law and Rules, Payroll Procedures, Pay Scales, Benefits Administration Manual, Memorandums of Understanding, other applicable manuals and departmental policies (e.g. 9/80), as required.

Knowledge of: public outreach and communications strategies; basic accounting; modern office methods, technologies, and procedures.

Ability to: Work effectively as part of a team; provide administrative support for a range of projects and activities; verbally communicate complex information to the public; communicate effectively and maintain positive relationships via email and on the phone; database management system processes; develop work plan priorities; manage workload; maintain good working relationships with coworkers.

**CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS**

Poor quality work and error in judgment reflect badly upon the Human Resource Office and upon the Commission, create additional work for other HR staff, and hinder the Commission’s ability to carry out the hiring processes. Delays and appeals can result from improper communications or processing. Inaccurate data input to the SCO database can cause significant problems including inaccurate payments.

**PUBLIC AND INTERNAL CONTACTS**

Extensive contact with internal Commission staff, BCDC employees and members of the public.

**PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS**

Ability to use a computer several hours a day.

Ability to lift up to 30 pounds.

Ability to travel to training sites and/or job fairs. Required to maintain a valid Defensive Driver’s Training card if operation of a State or personal vehicle is needed to perform work.

I certify that this duty statement represents an accurate description of the essential functions of this position.

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| SHERY ZABALA  Personnel Supervisor II |  | Date |

I have read this duty statement and agree that it represents the duties I am assigned.

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| --- | --- | --- |
| Personnel Specialist |  | Date |