

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California State Prison, Sacramento		POSITION NUMBER (Agency-Unit-Class-Serial) 284-261-1303-xxx		MCR / HCR 1 / D
DIVISION / UNIT Business Services/Personnel		CLASSIFICATION TITLE Personnel Specialist		
		WORKING TITLE		
		TIME BASE / TENURE FT/L	CBID R01	WWG 2
LOCATION Represa, CA 95671		INCUMBENT		EFFECTIVE DATE 09/21/23

CDCR'S MISSION and VISION

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 TO DIVERSITY, EQUITY, AND INCLUSION

The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.

DIVISION OVERVIEW

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

The Personnel Office is responsible for applying State laws, departmental and control agency rules and regulations, and bargaining unit provisions pertaining to a variety of personnel transactions in the areas of personnel record keeping, certification, payroll, and personnel documents processing and related personnel transactions function. The Personnel Office works closely with the State Controller's Office, CalHR, and CalPERS.

GENERAL STATEMENT

BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general supervision of the Personnel Supervisor I, the Personnel Specialist (PS) is responsible for personnel transactions and maintenance of personnel records necessary to facilitate the appointment, pay, health benefits and separation of employees for California State Prison-Sacramento. These transactions must be completed in accordance with State laws, Bargaining Unit provisions, and departmental rules and regulations. This position requires punctuality, dependability, the ability to work independently, and to recognize important situations. In addition, be able to handle and prioritize multiple tasks, process documents timely, maintain confidential information, and have good interpersonal skills in dealing with the public and employees.

% 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.**

40%

Process appointments, separations, and miscellaneous change transactions, keying these documents into the Personnel Information Management System (PIMS) and Business Information System (BIS), verify data reflected in systems. Complete these documents utilizing all available resource material, for example, Memorandum of Understanding, Personnel Action Manual and Personnel Management Policy and Procedure Manual (PMPPM), Personnel Operations Manual (POM). Process and reconcile monthly payroll and key into Payroll Input Process (PIP) System, overtime, shift differential and holiday and special pays. Process and track wage garnishments and miscellaneous deductions. Utilize the Business Information System (BIS) Time & Shift Program and California Leave Accounting System (CLAS) to update and maintain accurate employee information.

25%

Maintain leave balances in the California Leave Accounting System (CLAS) with monthly updates according to the different bargaining unit contracts. Utilize the Aging Report to clear outstanding salary advances (S/A). Correct any keying errors. Correct T-Log errors. Audit approved IWSP pay against 998-A for accurate monthly stipend. Process all Health, Dental, Vision, and other benefits.

20%	Research and answer questions regarding personnel rules and regulations pertaining to employment and numerous related personnel situations. Provide service and answer all employee inquiries and requests. Process change of address and/or income tax exemption forms. Process, maintain, and track employee eligibility for Pay Differentials, such as Uniform Allowance, Educational, Senior Peace Officer pays, and Out-of-Class payments, ensure employees are paid timely.
10%	Prepare Official Personnel Files (OPF) for new and transferring employees. Prepare std. 612 documents for transferring employees. (All OPF's will be mailed via "GSO"-overnight mail). Assist the Personnel Receptionist, and provide coverage, mail distribution, as needed. Document Filing. Attend mandated and annual training, as required. All other duties as required.
5%	Attend training classes in order to maintain the required 40 hours of In-Service Training. Perform administrative duties including, but not limited to: adhere 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.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison inmates, 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 time line 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
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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
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NON-ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING: None noted.

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A PS is required to apply State laws and departmental and control agency rules and regulations, and bargaining unit provisions pertaining to a variety of personnel transactions in the areas of personnel record keeping, certification, payroll, and personnel documents processing and related personnel transactions functions. The predominant duties of positions in this class require a thorough and detailed knowledge of appropriate laws, rules, regulations, and contract language pertaining to personnel transactions.

EDUCATION and/or EXPERIENCE: One year of experience in the California state service performing office duties at a level of responsibility equivalent to an Office Assistant, Range B. Or Two years of office experience. [Academic education above the 12th grade may be substituted for one year of the required general experience on the basis of either (a) one year of general education being

equivalent to three months of experience; or (b) one year of education of a business nature being equivalent to six months of experience.]

LANGUAGE SKILLS: Ability to read and interpret documents such as instruction memoranda and procedure manuals; write routine reports and correspondence; and effectively present information in one-on-one and small group situations to control agencies, employees, and general public.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY: Ability to think logically, multitask, and apply laws, rules, regulations, and bargaining contract provisions concerning personnel transactions.

CERTIFICATES, LICENSES, REGISTRATIONS: None required.

OTHER SKILLS AND ABILITIES: Ability to independently interpret and use reference material; give and follow directions; gather data; design and prepare tables, spreadsheets, and charts.

OTHER QUALIFICATIONS: 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.

SPECIAL PERSONAL CHARACTERISTICS: Advise employees of their rights; consult with supervisors on alternative actions which they may take on various transaction situations; and communicate effectively.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of the on-the-job time spent in physical activities:

- Constantly: Involves 2/3 or more of workday.
- Frequently: Involves 1/3 to 2/3 of workday.
- Occasionally: Involves 1/3 or less of workday.
- N/A: Activity or condition is not applicable.

Standing: Occasionally - stands while utilizing the photocopier, talking with an employee at the personnel counter, or briefly talking with a coworker.

Walking: Occasionally - walks to a printer, a coworker's desk, a communal computer terminal, the personnel counter, or various offices to deliver documentation or inquire about an employee's status.

Sitting: Constantly - sits at a computer terminal posting information gathered and entered. There is flexibility for movement on a frequent basis to break sitting with standing and walking.

Lifting: Occasionally - lifts paperwork, files, and regulation binders weighing from zero to five pounds. Rarely, overhead lifting of approximately ten pounds of archive files will be necessary. Rarely, office supplies weighing ten to twenty pounds will be lifted and moved from one place to another.

Carrying: Occasionally - carries the above-noted files and supplies for short distances within the office area.

Bending/Stooping: Occasionally - bends or stoops when accessing forms under a counter or supplies or files on a lower shelf or from a lower drawer. Slight bending at the waist and neck occurs on a frequent basis throughout the day such as needed to bend over the desk to use the calculator, to perform paperwork duties, or file documents.

Reaching in Front of Body: Frequently - reaches forward to access a computer terminal, a 10 key, or telephone. They will reach when operating a photocopier and pulling files.

Reaching Overhead: Occasionally - reaches overhead to the top shelves of a five-shelf vertical file.

Pushing/Pulling: Occasionally - pushes and pulls on desk drawers, binders, and individual files.

Kneeling/Crouching: Occasionally - may kneel when accessing information from a bottom drawer or shelf.

Crawling: N/A

Fine Finger Dexterity: Frequently - utilizes fine-finger dexterity when sorting through paper, inputting information to the computer, operating a 10 key, or utilizing a typewriter to fill out forms. May key data into the computer from 1/2 hour to an entire day, depending on the workload.

Hand/Wrist Movement: Frequently to Constantly - utilizes hands and wrists when sorting papers, looking through files, answering telephones, photocopying, entering and retrieving data from the computer, filling out forms on a typewriter, or making handwritten notes.

Hearing/Speech: Useful for handling telephone inquiries and conversing with coworkers and employees.

Sight: Useful for perusing files and accessing computer terminals.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. All office areas have florescent lighting, and thermostatically controlled environment, with linoleum-covered flooring.

MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: Computer, printer, telephone, vertical filing cabinets, copy machines, shredder, fax machine, typewriter, and date stamp machine.

COMMENTS: Work hours are between 0600 and 1600, Monday through Friday.

Information for this job description was obtained by reviewing the California State Personnel Board specification and by observation of the duties as they are currently performed.