

Name:

**DUTY STATEMENT
DEPARTMENT OF MENTAL HEALTH
NAPA STATE HOSPITAL**

JOB CLASSIFICATION: PERSONNEL SPECIALIST

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

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.

- 15% Completes documents for keying in computer on all personnel transactions, i.e., new hires, separations, retirements, promotions, time base changes, Non-industrial Disability Insurance, shift differential changes, and position number changes.

- 15% Updates timekeeping at end of pay period for payroll purposes via attendance record sheets submitted from various programs and departments. Request positive pay on computer for semi-monthly and hourly intermittent employees in Bargaining Unit 18. Update the leave accounting system with employees leave usage or extra leave credits earned. Releases the LAB report from the State Controller's Office with each employee's leave accounting balances. Reviews and corrects LAS messages each month.

- 15% Appoint new employees: assist with completion of required personnel forms, answering questions regarding salary, health and dental insurance, leave benefits, and other fringe benefits for monthly, semi-monthly, and hourly intermittent employees. Advises employees of their rights and interpret rules and regulations pertaining to State civil service and bargaining unit contracts for employees and for program or department office professionals.

- 10% Balance payroll at end of each pay period to assure that no employee is issued a warrant for time that has not been worked. Maintains contact with the Controller's office in case an incorrect warrant is received. Review and process any late docks the program or department reports to Personnel and prepares a form DC66 or 674 to certify attendance. Submit the appropriate form to the payroll office for warrant release. Set-up or clear Accounts Receivables and revolving funds.

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- 10% Assist employees with applying for Non-industrial Disability Insurance, catastrophic leave, retirement applications, resignation papers and/or COBRA insurance forms, or other various benefits available.
- 10% Complete personnel files, as well as, roster cards, probationary reports or annual performance reports and establish new employees on the Leave Accounting System (LAS). Input into the computer any request for overtime pay or any pay as required.
- 10% Process all documentation necessary when employees are separating/retiring from State service or transferring to another agency. Advises employees of their rights and interpret rules relating to their separation/retirement.
- 5% Complete the appropriate documentation and procedures when processing a garnishment. Make sure that the garnishment warrant is release to the payee within the appropriate timeframe.
- 5% Serves as a resource person to supervisors regarding control agency rules and regulations.
- 5% Completes required monthly personnel reports or reports management requires. Other duties as assigned.
- % **SITE SPECIFIC DUTIES**
- % **TECHNICAL PROFICIENCY**

2. SUPERVISION RECEIVED

The Personnel Specialist reports to either the Personnel Supervisor I or the Personnel Supervisor II. They may have responsibility for functional guidance in training and assisting less experienced co-workers.

3. SUPERVISION EXERCISED

The Personnel Specialist is a non-supervisory position.

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Current office methods, procedures, equipment, and basic math principles.

ABILITY TO:

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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..

5. REQUIRED COMPETENCIES

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including Infection Control.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace which enable the employee to work effectively.

SITE SPECIFIC COMPETENCIES

TECHNICAL PROFICIENCY (SITE SPECIFIC)

6. LICENSE OR CERTIFICATION – Not applicable.

7. TRAINING - Training Category = D

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance
- Appropriately maintain cooperative, professional, and effective interactions with employees, individuals served and the public;
- Comply with hospital policies and procedures

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews

