

DUTY STATEMENT

Employee Name:	Position Number: 580-120-1303-XXX
Classification: Personnel Specialist	Tenure/Time Base: Permanent/Full-Time
Working Title: Payroll Specialist	Work Location: 1615 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Human Resources Division	Branch/Section/Unit: Employee Relations and Resource Branch/Payroll and Benefit Services Section/Payroll and Benefit Services Unit A

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.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (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 departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resources' Job Descriptions webpage](#).

Job Summary

This position supports the CDPH's mission and strategic plan by performing a variety of personnel and payroll functions for a roster of CDPH employees pertaining to appointments, separations, benefits, payroll, and leave accounting.

This position requires the Personnel Specialist (PS) to be a resource and responsible for progressively more complex and difficult personnel and payroll processes and issues. The PS researches critical personnel problems; recommends alternative solutions; and applies and interprets laws and rules from available reference manuals and other related revisions issued by the State Personnel Board (SPB), California Department of Human Resources (CalHR), State Controller's Office (SCO), California Public

Employees Retirement System (CalPERS), and the CDPH. The PS also prepares management reports, spreadsheets, and charts; drafts correspondence; functions as a team member on personnel related projects; and may provide functional guidance to lower-level staff.

The incumbent works under the supervision of the Personnel Supervisor II of the Payroll and Benefit Services Unit.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel:
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 30% Appointments and Change Documentation:** Processes employment history documentation including appointments, separations, promotions, retirements, changes of time base, merit salary adjustments, alternate range movements, and other changes generated via a Request for Personnel Action (RPA) in the Online Appointment and Separation Information System (OASIS); reviews RPAs for completeness and accuracy; processes new hires, promotions, transfers, permissive and mandatory reinstatements, retired annuitants, exempt, limited term, and emergency appointments; determines appropriate salary; and enters personnel document information into the SCO employment history database system.
- 20% Payroll Processes:** Reconciles and releases master payroll, overtime, and other supplemental warrants; processes payroll documentation through SCO's automated payroll systems; maintains and files warrant registers; reports exceptions to payroll, such as name changes, docks, and separations; calculates and prepares salary advances; establishes accounts receivable for overpayments; processes wage garnishments and court ordered Chapter XIII proceedings; and prepares documents per court-ordered subpoenas and employment verifications.
- 15% Benefits Administration:** Provides employees with benefit information for such programs as health, dental, and vision; Flex Elect; retirement; financial services; and various insurance. Briefs and enrolls new CDPH employees in benefit programs and process enrollments, changes, and cancellations.
- 15% Time-Keeping and Leave Balances:** Audits sick leave, vacation, Voluntary Personal Leave Program (VPLP), holiday, compensating time off (CTO), etc., accrual and usage. This includes input using the California Leave Accounting System (CLAS) on a monthly basis; maintaining leave balances (e.g., vacation and annual leave, personal and family sick leave, excess hours from alternate work schedules, VPLP, and CTO); and maintaining employee Official Personnel Files.

15% Customer Service-Technical Authority: Provides technical assistance to CDPH personnel in the interpretation of payroll procedures. Resolves transaction problems arising from employment history and payroll documentation. Provides technical expertise and utilizes various reference sources, including the Personnel Transactions Manual, Payroll Procedures Manual, SPB Laws & Rules, CalHR Regulations SPB/CalHR Policy Memos, and PERS Manuals.

Marginal Functions (including percentage of time)

5% Assists in the completion of data and respond to research requests from various special projects. Performs other work-related duties as required.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor’s Name:	Date	Employee’s Name:	Date
Supervisor’s Signature	Date	Employee’s Signature	Date

HRD Use Only:

Approved By: Alyssa Ballesteros-Agulo
 Date: 03/20/2023