

**CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE
HUMAN RESOURCES
PERSONNEL SPECIALIST
DUTY STATEMENT**

I. Position Identification:

The Human Resources Branch (HRB) is responsible for all facets of the California Department of Food and Agriculture's (CDFA), personnel management, examinations, labor relations, and disability management. The HRB also provides personnel services and support for California's District Agricultural Associations (DAAs).

Under the supervision of the Personnel Supervisor I, the incumbent applies appropriate Civil Service laws, rules, and regulations pertaining to personnel transactions, and in accordance with established control agencies or departmental processes and procedures performs a variety of personnel transactions for an assigned roster.

The incumbent must be able to establish and maintain effective working relationships; provide quality customer service; follow oral and written directions; work well under pressure; adapt to changing personnel workloads; make appropriate decisions and well thought out recommendations; work independently; perform a variety of tasks with accuracy, precision, and neatness; and manage time to meet required deadlines. Incumbent will handle sensitive and confidential materials and must maintain the highest level of confidentiality.

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| Classification: | Personnel Specialist |
| Working Title: | Same |
| Position Number: | 014-003-1303-011 |
| Division/Branch: | Administration/HRB |
| Location: | Sacramento |
| Date Prepared: | March 2023 |
| Work Hours/Shift: | Full-Time, Permanent |

II. Essential and Non-Essential Job Functions

A. Essential Job Functions

Incumbent in Range A, under close supervision, will perform the least difficult transactions duties in a variety of personnel transactions areas.

Range B is the intermediate working level, under supervision, and will perform progressively more complex and difficult transactions duties.

As incumbent advances through Ranges C and D, under general supervision, will independently perform the most complex and difficult transactions duties and provide guidance and direction to personnel specialists in Ranges A and B.

Advancement to the higher levels requires demonstrated ability to perform the full range of duties independently as ascertained through probationary reports, individual development plans, and/or performance evaluations.

The incumbent will use a variety of resources and guidelines to assist with the completion of work. Resources include, but are not limited to, the following: Payroll Procedures Manual (PPM), Personnel Action Manual (PAM), State Administrative Manual (SAM), Benefits Administration Manual (BAM), California Department of Human Resources (CalHR) Pay Letters and Personnel Management Liaison Memos (PMLs), CalPERS State Handbook, State Controller's Office (SCO) Personnel and Payroll Letters, Collective Bargaining Unit Contracts/Memorandum of Understandings (MOUs), and CDFA Administrative Manual. Incumbent will interpret and apply instructions from these resources to all personnel transactions.

Function #1 - Payroll, Accounts Receivables, and Garnishments 30%

- Audit, reconcile, certify, process, and release master, intermittent, and supplemental payroll; key hours to be paid for positive paid employees (Roll Codes 3 and 4) in a timely manner utilizing the SCO Civil Service Decentralized calendar for cut-off dates.
- Maintain intermittent employee leave cards to track Merit Salary Adjustments (MSAs) and Special In-grade Salary Adjustments (SISAs); audit biannually against California Leave Accounting System (CLAS) S14 (State Service) screen and SCO's Pay History to ensure the integrity of employees' accumulated State Service and accruals.
- Use the SCO Paycheck Calculator to calculate salary advances; request salary advances by completing the Revolving Fund Instructions form; ensure salary advance requests are reviewed and approved by supervisor; coordinate with Financial Services Branch to ensure salary advances are issued timely; log all salary advances into the Salary Advance Log spreadsheet; ensure salary advances are cleared in a timely manner.
- Research various employee overpayments; prepare and issue accounts receivable (AR) notices to employees; establish methods of repayment; prepare documentation for SCO processing; monitor collection of overpayments by researching payroll history in the SCO system; update the AR report issued by Financial Services on a monthly basis.
- Notify affected employees of and prepare garnishment documentation for SCO processing; monitor garnishment balances; respond effectively and timely to outside entities regarding garnishment status; file garnishment folder once the garnishment has been satisfied or canceled.
- Document various payroll forms to request miscellaneous pay or make payroll adjustments following the instructions in the online PPM.

**Function #2 - Employment History, Personnel Action Request (PAR)
Documentation, and Certifications**

30%

- Research, interpret, apply, and stay apprised of changes to all applicable Civil Service laws, rules, and regulations, bargaining unit contracts, control agencies policies (SPB, CalHR, SCO, and CalPERS) along with departmental policies concerning personnel transactions to ensure the Department's personnel transactions are accurately, effectively, and uniformly administered.
- Research, prepare, and complete personnel transaction documents including documents for appointments, transfers, separations, promotions, range changes, MSAs, and miscellaneous changes affecting employment and payroll histories via the Personnel Action Request (PAR); input transactions into SCO and/or CalPERS systems.
- Review turn-around PAR and Notice of Personnel Action (NOPA) to ensure accuracy; route NOPA to employee for information and in many cases, signature; correspond with program to ensure NOPAs requiring signature are returned and filed in the OPF.
- Compute salary rates on new appointments, promotions, transfers, demotions, movement between alternate ranges, and movement between non-deep classifications using the Civil Service Pay Scales, laws, rules, and policies pertaining to salaries and anniversary dates, as well as the formulas used to determine the appropriate salary rule.
- Initiate and complete all certification processes using CalHR's Examination and Certification Online System (ECOS); order and document certification lists; send out contact letters; reconcile, code, and key returned responses; determine eligibility; and clear certifications upon appointment.
- Document the Eligibility Verification (EV) Worksheet (SO-207) for list and/or transfer eligibility; complete CalHR Form 880 as required for transfers; notify appropriate Exam Analyst when EV package is ready for further processing.
- Document and process corrective and out of sequence transactions to reconstruct and maintain the integrity of an employee's PIMS history.
- Process and key the Std. 686, Employee Action Request (EAR), for new appointments, changes to name, address, and/or Federal and State Allowance withholdings.

Functions #3 – California Leave Accounting System (CLAS)

15%

- Add new and returning employees to CLAS to ensure all applicable leave benefits are added, accurate beginning balances are established where applicable, and leave waiting periods are established for vacation and/or personal holiday.
- Key all leave usage into CLAS in an accurate and timely manner.
- Monitor all Actual Time Worked (ATW) employees to ensure they do not exceed the 189 day or 1500 hours limits; work with program to separate or furlough ATW employees at or over 189 days or 1500 hours; ensure ATW employees who work 12 consecutive calendar months from the effective date of appointment and have not exceeded the limits are reset in CLAS.

- Compare what has been keyed into CLAS as accrued/earned to the employees' attendance records (Std. 634) for the pay period.
- Identify and record all errors found during the comparison pay period utilizing the Leave Activity and Correction Certification form (Certification).
- Certify that all leave records for the unit/pay period identified on the Certification has been reviewed and, where necessary, corrected; submit to supervisor for signature.
- File and maintain the Certification form with the Std. 672 for each unit and retain based on the Std. 672 retention schedule.

Function #4 – Benefits

10%

- Audit, complete, and process all health benefit enrollment forms by keying into CalPERS system in a timely manner.
- Audit, complete, and submit all other benefit forms (Dental, Vision, Flex Elect, CoBen, Group Legal, Long-Term Disability, etc.) to appropriate entities following instructions in the online BAM. Communicate effectively with appropriate control agency, benefits provider, and/or employee regarding questions on enrollment.
- Review and certify the Dependent Eligibility Verification Checklist (CalHR Form 781) that the necessary supporting documentation was reviewed to verify dependent eligibility prior to enrollment and that all notifications were made to employee; retain all documents in the employees Official Personnel File (OPF).
- Add new employees to the Affordable Care Act (ACA) database; update an employee's ACA status whenever a health benefits related event impacts the employee's health benefit status using the ACAS User Guide; resolve monthly ACAS errors.
- Process Direct Pay benefit forms for employee's electing to maintain benefits while off pay status following instructions in the Health Benefits Guide (Health) and/or BAM (Dental, Vision, etc.).
- Collaborate and communicate with control agencies and/or providers regarding problems and issues related to coverage.

Functions #5 – Training and Technical Duties

10%

- Actively participate in personnel-related team projects.
- Participate in Human Resources training, including but not limited to: Attendance Clerk and Alternate Work Schedule trainings.
- Research and respond to questions or inquiries from other State agencies, public, and departmental staff regarding verification of employment, personnel transactions, benefits, payroll, and personnel procedures.
- Compose original correspondence on a variety of subjects concerning personnel transactions following established Departmental guidelines.
- Review incoming mail on a daily basis to determine importance and priority.
- Review and prioritize workload on a daily basis to determine importance and meet deadlines.
- Maintain cubicle and work area according to the Desk Drawer and Organization instructions.

- Maintain accurate filing systems for personnel related documents and forms and the OPF; review all hiring package documents to ensure they are complete and have all necessary signatures; purge outdated and/or duplicate OPF documents.
- Document all range changes, SALs, meetings, appointments, etc. on Outlook calendar to ensure personnel related issues are addressed in a timely manner.

B. Non –Essential Job Functions:

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| Function #1 | Miscellaneous Duties | 5% |
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- Perform other work-related duties as required.
- File personnel related documents.

III. Working Conditions:

The duties of this position are primarily conducted indoors. The HRB has cubicle type office furnished with modular equipment. Each cubicle includes a computer with various software programs, including email, a telephone with voicemail, overhead storage, portable and stationary filing drawers, and bins.

Travel by State vehicle or other public transportation systems to various locations throughout the State may be required.

Regular or recurring telework may occur as part of the incumbent's ongoing regular schedule in accordance with CDFA's Telework Policy.

IV. Employee's Statement

(Initial applicable statement)

_____ I have read and understand the duties and essential functions of the position. I understand Reasonable Accommodation¹ and how it applies to essential functions. **I can perform the duties of this job without Reasonable Accommodation.**

OR

_____ I have read and understand the duties and essential functions of the position. I understand Reasonable Accommodation¹ and how it applies to essential functions. **I will need Reasonable Accommodation to perform one or more of the essential functions described in this duty statement.**

| | | | |
|---------------------------------|-------|----------------------|-------|
| _____ | _____ | _____ | _____ |
| Employee Signature ² | Date | Supervisor Signature | Date |
| _____ | | _____ | |
| Print Name | | Print Name | |

¹A reasonable accommodation is an adjustment or modification to a job or workplace that allows qualified employees or prospective employees to perform the essential functions of the job successfully.

² Duties of this position are subject to change and may be revised as needed or required. If/when duties change you will be provided a revised duty statement to sign.