

- Current
- Proposed

**California Department of Food and Agriculture
Human Resources Branch
Personnel Specialist (Limited Term)
Duty Statement**

I. Program/Position Identification

The Human Resources Branch (HRB) is responsible for all facets of the California Department of Food and Agriculture's (CDFA) personnel management to include classification analysis, performance management, examinations, labor relations, training, 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, with lead from the Senior Personnel Specialist, 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.

Classification:	Personnel Specialist (Limited Term)
Working Title:	Same
License or Other Requirement:	None
Position Number:	014-003-1303-023
Division/Branch:	Administrative Services/HRB
Location:	Sacramento
Work Hours/Shift:	8 Hours/Day Between 7:00 a.m. – 5:00 p.m.
Date Prepared:	July 2024

II. Essential and Non-Essential Job Functions

A. Essential 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 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 Understanding (MOUs), and CDFR Administrative Manual. Incumbent will interpret and apply instructions from these resources to all personnel transactions.

Function #1: Payroll, Accounts Receivables, and Garnishments 35%

- 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: Request for Personnel Action, and Certification

35%

- 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 PAR and Notice of Personnel Action (NOPA) to ensure accuracy.
- Process 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.

Function #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: 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, , 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 Functions:

Function #1 - Miscellaneous Duties

5%

- Perform other job-related duties as required by Supervisor.
- File personnel related documents.

III. Work Environment

Duties of this position are primarily conducted indoors. The HRB has cubicle offices furnished with modular office equipment including overhead storage, filing drawers, and bins. Each member of staff will be assigned a laptop computer with email and various software and a cell phone to conduct the required duties. Regular or recurring telework may occur as part of the incumbent's ongoing regular schedule in accordance with CDFA's Telework Policy.

This position is located in HRB and is privileged with access to confidential information. The employee acknowledges sensitive and/or confidential information is not to be discussed, copied, or shared with unauthorized personnel outside of HRB.

Travel by State vehicle or other public transportation systems to various locations throughout the state may be required on an occasional basis.

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 Signature² Date

Supervisor Signature Date

Print Name

Print Name

**CC: Employee
Official Personnel File
Supervisor's Drop File**

¹ A 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.