

**YOUR EFFORTS WILL MAKE FI\$Cal A SUCCESS
DUTY STATEMENT**

CLASSIFICATION TITLE Senior Personnel Specialist	DIVISION NAME Administrative Services Division, Human Resources Office, Payroll and Benefits Section, Leave Benefits and Position Control Unit
WORKING TITLE Disability and Position Control Specialist	POSITION NUMBER 333-650-1317-XXX
EMPLOYEE NAME Vacant	EFFECTIVE DATE TBD

You are a valued member of the Department of FISCAL. You are expected to work cooperatively with team members and others to provide the highest level of service possible. Your creativity and productivity is encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

GENERAL STATEMENT

Under the general direction of the Staff Services Manager I, the Disability and Position Control Specialist maintains the department's roster of established positions and organizational chart. They navigate complex personnel and payroll tasks related to various leave of absence, including, but not limited to, the Family Medical Leave Act/California Family Rights Act (FMLA/CFRA), Catastrophic Leave, Non-Industrial Disability (NDI), State Disability Insurance (SDI), and Workers Compensation (WC). They are responsible for the most difficult and complex personnel and payroll issues and are expected to have extensive knowledge of and ability to apply relevant laws, rules, policies, and procedures.

SUPERVISION RECEIVED

Reports directly to the Staff Services Manager I.

SUPERVISION EXERCISED

Not applicable.

ESSENTIAL FUNCTIONS

The incumbent must be able to perform the essential functions with or without reasonable accommodation. Specific duties include, but are not limited to, the following:

<u>% OF TIME</u>	<u>ESSENTIAL FUNCTIONS</u>
40 %	Disability Analyst <ul style="list-style-type: none">• Perform progressively complex and difficult payroll work related to the FMLA/CFRA, Catastrophic Leave, NDI, SDI, WC, and other various leave of absence.• Administer the department's WC program by assisting injured employees and their supervisors, liaising with internal and external representatives, and all others involved in investigating and resolving claims.• Provide guidance and necessary information to affected employees and their supervisors and keep them informed on the status of all relevant claims.• Complete all payroll and leave accounting tasks required for the leave of absence. These tasks include but are not limited to, reviewing and processing appointment and separation transactions, Personnel Actions Requests (PARs), Employee Actions Requests (EARs), keying leave usage, submitting forms to controlling agencies, utilizing the State Controller's Office (SCO) computer system, while ensuring compliance with applicable laws and rules and memorandum of understanding.• Process new enrollments and changes to benefits for employees on approved leave, such as health, dental, vision, and life insurance documentation in accordance with the controlling agencies' policies and procedures.
25%	Lead Specialist <ul style="list-style-type: none">• Researches critical payroll and personnel problems and recommends alternative solutions. Work independently on the department's most difficult and complex personnel and payroll transactions. These tasks include but are not limited to, reviewing leave activity and balances reports to ensure proper posting to the SCO CLAS system, maintaining various transaction logs, and processing an adjustment notice to notify employees of overpayments.• Serve as a liaison with controlling agencies regarding personnel and payroll-related issues.• Research and interpret leave entitlement laws, rules, and regulations and consult with control agencies as necessary to

	resolve payroll issues and assist employees with eligibility payments and leave supplementation.
20%	<p>Position Control</p> <ul style="list-style-type: none"> • Manage the department's authorized budgeted positions, including but not limited to: establishing, reclassifying, and transferring positions; process and monitor the Change in Established Position (STD. 607) process. • Review the monthly Periodic Position Control Report to ensure actions submitted/processed are accurate. • Resolve discrepancies with HR Personnel and SCO to ensure the accuracy of positions. • Assist with reconciling the department's budgeted position (Schedule 7A/8) and other discrepancy reports. • Maintain and prepare reports for management on position activities. • Update and maintain employee roster, workflow charts, and organizational charts.
10 %	<p>Special Projects</p> <ul style="list-style-type: none"> • Complete complex and difficult special projects as assigned by the Personnel Officer or the Chief of Human Resources. • Generate reports in the Management Information Retrieval System, and ensure and validate the accuracy of data from reports, as requested by management. • Develop internal processes and procedures to ensure the timely and accurate processing and maintenance of all personnel-related files and records. • Attend trainings to stay abreast of changes in the various leave areas and apply proper procedures and policies.
% OF TIME	MARGINAL FUNCTIONS
5 %	<ul style="list-style-type: none"> • Perform other related duties as required to fulfill the department's mission, goals, and objectives. Additional duties may include but are not limited to, assisting where needed within the team/unit, which may include special assignments. • Serves as a backup to the Personnel Specialist, as needed.

KNOWLEDGE AND ABILITIES

Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; and governmental functions and organization.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subject-matter

areas; and gain and maintain the confidence and cooperation of those contacted during the course of work.

SPECIAL REQUIREMENTS

The incumbent will use tact and interpersonal skills to develop constructive and cooperative, working relationships with others, e.g., stakeholders, customers, management, peers, etc., to facilitate communication to improve the work environment and increase productivity. **Fingerprinting and background check are required.**

WORKING CONDITIONS

The incumbent will need to be on-site to carry out their duties. This position requires the ability to work under pressure to meet deadlines and may require excess hours to be worked. The incumbent should be available to travel as needed and is expected to perform functions and duties under the guidance of the Department of FISCal’s core values. The incumbent provides back-up, as necessary, to ensure continuity of departmental activities.

This position requires prolonged sitting in an office-setting environment with the use of a telephone and personal computer. This position requires daily use of a copier, telephone, computer, and general office equipment, as needed. This position may require the use of a hand cart to transport documents and/or equipment over 20 pounds (i.e., laptop, computer, projector, reference manuals, solicitation documents, etc.). The incumbent must demonstrate a commitment to maintaining a working environment free from discrimination and sexual harassment. The incumbent must maintain regular, consistent, predictable attendance, maintain good working habits, and adhere to all policies and procedures.

SIGNATURES

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the assigned HR analyst.)

Employee Signature _____ Date _____

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Hiring Manager Signature _____ Date _____

HR Analyst: TMB
Date Revised: 9/6/2024

**YOUR EFFORTS WILL MAKE FI\$Cal A SUCCESS
DUTY STATEMENT**

CLASSIFICATION TITLE Staff Services Analyst	DIVISION NAME Administrative Services Division, Human Resources Office, Payroll and Benefits Section, Leave Benefits and Position Control Unit
WORKING TITLE Disability and Position Control Analyst	POSITION NUMBER 333-650-5157-003
EMPLOYEE NAME Vacant	EFFECTIVE DATE TBD

You are a valued member of the Department of FISCAL. You are expected to work cooperatively with team members and others to provide the highest level of service possible. Your creativity and productivity is encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

GENERAL STATEMENT

Under the supervision of the Staff Services Manager I, the Disability and Position Control Analyst maintains the department's roster of established positions and organizational chart. They navigate complex personnel and payroll tasks related to various leave of absence, including, but not limited to, the Family Medical Leave Act/California Family Rights Act (FMLA/CFRA), Catastrophic Leave, Non-Industrial Disability (NDI), State Disability Insurance (SDI), and Workers Compensation (WC). With a diverse range of responsibilities, they ensure the smooth functioning of these critical HR functions within the organization.

SUPERVISION RECEIVED

Reports directly to the Staff Services Manager I.

SUPERVISION EXERCISED

Not applicable.

ESSENTIAL FUNCTIONS

The incumbent must be able to perform the essential functions with or without reasonable accommodation. Specific duties include, but are not limited to, the following:

<u>% OF TIME</u>	<u>ESSENTIAL FUNCTIONS</u>
40 %	<p>Disability Analyst</p> <ul style="list-style-type: none"> • Perform progressively complex and difficult payroll work related to the FMLA/CFRA, Catastrophic Leave, NDI, SDI, WC, and other various leave of absence. • Administer the department's WC program by assisting injured employees and their supervisors, liaising with internal and external representatives, and all others involved in investigating and resolving claims. • Provide guidance and necessary information to affected employees and their supervisors and keep them informed on the status of all relevant claims. • Complete all payroll and leave accounting tasks required for the leave of absence. These tasks include but are not limited to, reviewing and processing appointment and separation transactions, Personnel Actions Requests (PARs), Employee Actions Requests (EARs), keying leave usage, submitting forms to controlling agencies, utilizing the State Controller's Office (SCO) computer system, while ensuring compliance with applicable laws and rules and memorandum of understanding. • Process new enrollments and changes to benefits for employees on approved leave, such as health, dental, vision, and life insurance documentation in accordance with the controlling agencies' policies and procedures. • Research and interpret leave entitlement laws, rules, and regulations and consult with control agencies as necessary to resolve payroll issues and assist employees with eligibility payments and leave supplementation.
35 %	<p>Position Control</p> <ul style="list-style-type: none"> • Manage the department's authorized budgeted positions, including but not limited to: establishing, reclassifying, and transferring positions; process and monitor the Change in Established Position (STD. 607) process. • Review the monthly Periodic Position Control Report to ensure actions submitted/processed are accurate. • Resolve discrepancies with HR Personnel and SCO to ensure the accuracy of positions. • Assist with reconciling the department's budgeted position (Schedule 7A/8) and other discrepancy reports. • Maintain and prepare reports for management on position activities. • Update and maintain employee roster, workflow charts, and organizational charts.

20 %	<p>Special Projects</p> <ul style="list-style-type: none"> • Conduct various quality control audits as needed. • Complete complex and difficult special projects as assigned by the Personnel Officer or the Chief of Human Resources. • Serve as a liaison with the controlling agencies regarding personnel-related issues. • Generate reports in the Management Information Retrieval System, and ensure and validate the accuracy of data from reports, as requested by management. • Assist with developing internal processes and procedures to ensure the timely and accurate processing and maintenance of all personnel-related files and records. • Research, prepare, and submit various reports and participate in special projects as determined by his/her supervisor. • Attend trainings to stay abreast of changes in the various leave areas and apply proper procedures and policies.
% OF TIME	MARGINAL FUNCTIONS
5 %	<ul style="list-style-type: none"> • Perform other related duties as required to fulfill the department's mission, goals, and objectives. Additional duties may include but are not limited to, assisting where needed within the team/unit, which may include special assignments. • Serves as a backup to the Personnel Specialist, as needed.

KNOWLEDGE AND ABILITIES

Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; and governmental functions and organization.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work.

SPECIAL REQUIREMENTS

The incumbent will use tact and interpersonal skills to develop constructive and cooperative, working relationships with others, e.g., stakeholders, customers, management, peers, etc., to facilitate communication to improve the work environment and increase productivity. **Fingerprinting and background check are required.**

WORKING CONDITIONS

The incumbent will need to be on-site to carry out their duties. This position requires the ability to work under pressure to meet deadlines and may require excess

hours to be worked. The incumbent should be available to travel as needed and is expected to perform functions and duties under the guidance of the Department of FISCal's core values. The incumbent provides back-up, as necessary, to ensure continuity of departmental activities.

This position requires prolonged sitting in an office-setting environment with the use of a telephone and personal computer. This position requires daily use of a copier, telephone, computer, and general office equipment, as needed. This position may require the use of a hand cart to transport documents and/or equipment over 20 pounds (i.e., laptop, computer, projector, reference manuals, solicitation documents, etc.). The incumbent must demonstrate a commitment to maintaining a working environment free from discrimination and sexual harassment. The incumbent must maintain regular, consistent, predictable attendance, maintain good working habits, and adhere to all policies and procedures.

SIGNATURES

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the assigned HR analyst.)

Employee Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Hiring Manager Signature

Date

HR Analyst: TMB

Date Revised: 9/6/2024