

DUTY STATEMENT

Employee Name:	Position Number: 580-120-1317-XXX
Classification: Senior Payroll Specialist	Tenure/Time Base: Permanent/Full-Time
Working Title: Senior 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, Benefit, and Disability Management Section/Payroll and Benefit Services Unit

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 Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by researching critical personnel problems and recommending alternative solutions.

The Senior Personnel Specialist (Sr. PS) applies and interprets laws and rules from available reference manuals and other related revisions issued by the State Personnel Board (SPB), the California Department of Human Resources (CalHR), the State Controller's Office (SCO), the California Public Employees Retirement System (CalPERS), and CDPH; prepares management reports, spreadsheets, and charts; drafts correspondence; functions as a team member on personnel

related projects; and acts in a lead role.

The incumbent works under the general direction of the Staff Services Manager I 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:**
Process employment history documentation, including appointments, separations, promotions, retirements, changes of time base, merit salary adjustments, alternate range movement, and other changes generated via a Request for Personnel Action (RPA). Review RPAs for completeness and accuracy; process new hires, promotions, transfers, permissive and mandatory reinstatements, retired annuitants, exempt, limited term, and emergency appointments; determine appropriate salary; and enter personnel documents into the SCO employment history database system.
- 20% **Payroll Processes:**
Reconcile and release master payroll, overtime, and other supplemental warrants; process payroll documentation through SCO's automated payroll systems; maintain and files warrant registers; report exceptions to payroll (e.g., name changes, docks, separations, etc.); calculate and prepare salary advances; establish accounts receivable for overpayments; process wage garnishments and court ordered Chapter XIII proceedings; and prepare documents per court-ordered subpoenas and employment verifications. Process Department's payments for Superior Accomplishment Awards. Act in a lead capacity, providing expert level guidance on the most difficult and complex personnel, payroll, and benefits issues. Provide desk side training support to the lower level staff members to enhance their skills and knowledge.
- 20% **Benefits Administration:**
Brief and enroll new CDPH employees in benefit programs and updates the Affordable Care Act (ACA) database information in compliance with the ACA. Review monthly and quarterly reports from the ACA database and advises HRD personnel regarding entries and corrections to the database.
- 15% **Customer Service-Technical Authority:**
Provide technical assistance to the Director's Office and HRD personnel in the interpretation and/or application of rules and regulations, employee rights and benefits, the application of contract provisions, and payroll procedures. Independently resolve transaction problems

arising from employment history and payroll documentation. Provide technical expertise and utilizes reference sources, including the Personnel Transactions Manual, the Payroll Procedures Manual, SPB Laws & Rules, CalHR Regulations, SPB/CalHR Policy Memos, and CalPERS Manuals.

10% Timekeeping and Leave Balances:

Audit sick leave, vacation, Personal Leave Program, holiday, compensating time off (CTO), etc., accrual and usage monthly. This includes inputting in the California Leave Audit System (CLAS); maintaining leave balances (vacation and annual leave, personal and family sick leave, excess hours from alternate work schedules, CTO, and personal leave); and maintaining employee Official Personnel Files.

Marginal Functions (including percentage of time)

5% Assist with the completion of data and responds to research requests for various special projects. Perform other job-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: JC
 Date: 07/29/24