

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Senior Personnel Specialist	OFFICE/BRANCH/SECTION Transactions Services/CEA-Exempt-Contract Agencies	
WORKING TITLE Senior Personnel Specialist	POSITION NUMBER 702-008-1317-924	REVISION DATE

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

**GENERAL STATEMENT:**

Under general direction of the Branch Chief, the CEA-Exempt Senior Personnel Specialist (CESPS) serves as an expert staff resource for transactions relating to Career Executive Assignments (CEAs), Exempt, and contract agencies. As an expert "staff specialist", performs the most difficult and complex personnel/payroll transactions and researches critical personnel problems and recommends alternative solutions. The CESPS demonstrates a positive attitude and commitment to provide quality assistance that is accurate, timely, and exceeds our customer's expectations. The CESPS provides the highest quality of customer service at all times and exceeds our customer's needs.

**CORE COMPETENCIES:**

As a Senior Personnel Specialist, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Cultivate Excellence - Innovation)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Cultivate Excellence - Integrity)
- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Cultivate Excellence - Integrity)
- **Problem-solving and Decision-making :** Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Cultivate Excellence - Innovation)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Cultivate Excellence - Engagement)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence - Engagement)
- **Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Cultivate Excellence - Engagement)
- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Cultivate Excellence - Pride)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Cultivate Excellence - Pride)

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	

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25%	E	Responsible for maintaining an active roster; performing a full range of payroll services for high profile employees and/or contract agencies. Use resources from the following agencies, but not limited to, the California Department of Human Resources (CalHR), California Public Employees' Retirement System (CalPERS), State Personnel Board (SPB) and State Controller's Office (SCO). Research applicable laws, rules, government codes, departmental policies and procedures, and control agency manuals, memos, pay letters, etc. and be able to implement and maintain compliance. Analyze and perform the more complex personnel and payroll related transactions to include but not limited to salary determinations, appointments, transfers, separations, retirements, overtime, shift differentials, adjustment notices, range changes, retirement account code changes, employee history corrections, leave transactions, leave audits, salary advances (SAs), accounts receivables (ARs), AR offset of leave credits, lump sum (L/S) deferrals, catch-up deferrals, cash deferrals, adverse actions, stipulated agreements, decisions, and settlement agreements. Perform appointments for CEAs and Exempts (elected state officers, statutory state exempt officers and non-statutory exempt positions) and transfers to and from non-civil service State agencies i.e., University of California, California State University, and Legislature (Senate and Assembly). Able to determine qualifying exempt service, salary changes, and L/S payments for an executive position and apply the Exempt Salary Schedule and Exempt Pay Scales to exempt transactions. Serve as the CEA-Exempt Special Matter Expert for department employees.
20%	E	Document time and attendance report (Std. 672) and reconcile attendance in compliance with SCO rules. Prepare and complete payroll documents for in-house keying or submission to SCO for processing. Ensure timely payment of wages and ensure all ARs and all SAs are collected and recovered upon separation. Review eligibility requirements and process documents for health, dental, flex-elect, consolidated benefits, Consolidated Omnibus Budget Reconciliation Act (COBRA), direct deposit, group legal services, long term disability, and other various voluntary benefits which may include submission to SCO and keying into the CalPERS system. Draft appeal letters and submit to CalHR or CalPERS for approval as needed. Maintain accurate reporting and compliance in the Affordable Care Act System (ACAS) for each employee's health benefit status with the Employer Shared Responsibility provisions of the ACA.
20%	E	Responsible for processing, monitoring, and maintaining routine and complex family and medical leave entitlements, such as, Non-Industrial Disability Insurance (NDI), Enhanced Non-Industrial Disability Insurance (ENDI), State Disability Insurance (SDI), the Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), Pregnancy Disability Leave (PDL), Catastrophic Time Bank (CAT Leave), and Family Transfer of Leave Credits. Ensure employee entitlements are identified and applied, which includes calculating appropriate leave usages; keying to the California Leave Accounting System (CLAS) database; and interpreting and applying State and Federal laws, regulations, and bargaining unit language related to the applicable entitlements. Maintain accurate leave balances using the CLAS error message report and Staff Central Reconciliation Report and updating any changes to CLAS. Ensure employees on a temporary separation are returned timely and accurately to active pay status.
20%	E	Provide assistance, technical guidance, and training to Personnel Specialists (PS) in the Transactions Unit involving basic and/or complex procedures. Support training and development needs while guiding team members to develop skills of a PS. Assist PSs in the processing of transactions required to meet CalPERS compliance, such as payroll reporting and timely enrollment of employees into CalPERS membership. Assist the Transactions Policy and Procedure analysts by providing input on transaction processes for PSs. Attend training sessions as required.
15%	E	Process departmental special pays, such as, but not limited to, yearly tool allowance, leave buy back, and monthly superior accomplishment awards. Act as backup to other Senior Personnel Specialists with rosters. Maintain good working relationships with internal and external customers. Interact with control agencies and other State departments in researching and responding to internal or external audits or inquiries. Compile and submit information for preparation of reports. Provide information to management, Labor Relations (LR), and the Office of Discipline Services (ODS) regarding grievances by Department employees and adverse actions and settlement agreements; and consult with LR and ODS regarding transaction processing issues

<sup>1</sup>ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

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### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None. May act in a lead role (i.e. training, workload, etc.) over lower level staff.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of:

- laws, rules, regulations, and bargaining contract provisions affecting personnel record keeping, personnel transactions, payroll, and certification processes
- current office methods, procedures, and equipment to ensure the efficient operation of personnel/payroll services
- mathematical computations using addition, subtraction, multiplication, division, etc. as they relate to personnel/payroll matters (e.g. salary determination, accounts receivable etc.)
- communication principles (verbal & written) to provide information relating to various personnel/payroll functions
- problem-solving techniques and processes for resolution of issues
- the Department's mission and goals
- expert knowledge on all personnel and payroll processes and a unique knowledge of the rules and regulations governing CEA and/or Exempt processes.

Able to:

- represent the department on intra/interdepartmental teams
  - research/coordinate a variety of critical personnel or payroll transactions, recommend alternative solutions and exercise sound judgment when making decisions; use reference materials to ensure conformity, consistency, and compliance according to laws, rules, regulations, etc.
  - independently research, interpret and/or apply laws, rules, regulations, bargaining contract provisions, and various personnel manuals from SCO, CalHR, CalPERs, as well as departmental procedures concerning personnel transactions
  - reason logically and creatively, present ideas and information orally as well as in writing
  - communicate effectively; advise employees of their rights; create/draft correspondence
  - gather data; design and prepare tables, spreadsheets, and charts
  - consult with supervisors on alternative actions which they may take on various transaction situations
  - be computer literate with various programs and data information systems used in OTS
  - apply time management practices to prioritize, schedule and complete work effectively
  - keep work area organized
  - be flexible in adapting to changes in priorities, assignments, and other interruptions that may impact previously established assignments
  - maintain accurate records and personnel files
  - be highly motivated and a self-starter
  - understand verbal and written instructions containing technical information; give and follow directions, including having a willingness and ability to train staff with less experience
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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for effectively, accurately and timely performing the most complex of personnel and payroll processes. Poor performance in carrying out these tasks can result in employees being paid incorrectly, monetary penalties to the Department for payroll grievances, employees dissatisfied with Division of Human Resources (DHR)'s customer service, loss of credibility, legal ramifications, increased grievances, lawsuits, and unwanted media attention towards the Department.

The incumbent is responsible for complying with the Information Practices Act (IPA) by protecting departmental employees confidential information, including, but not limited to, social security numbers, medical or employment history, education, financial transactions, or similar information. Failure to protect departmental employee's confidential information may damage DHR's reputation as a confidential organization, may result in employee grievances or lawsuits, and pursuant to California Civil Code section 1798.55, could result in disciplinary action, including termination of employment.

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### PUBLIC AND INTERNAL CONTACTS

The incumbent will work with all levels of Caltrans staff, management, consultants, private sector groups, and representatives of State control agencies. The incumbent must work with others in a cooperative manner.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must have the ability to multi-task, adapt to changes in priorities, assist in the production of completed staff work, read and understand a variety of technical documents, respond appropriately to difficult situations, recognize emotionally charged

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issues or problems, facilitate effective solutions, and effectively deal with pressure while maintaining focus and remaining professional even under adversity. The incumbent must be customer service oriented and maintain cooperative working relationships due to the opportunity for interaction with staff at all levels within the organization. The incumbent will sit for long periods of time using a keyboard and monitor and may, on occasion, assist with movement of files, boxes, or other miscellaneous office supplies which will weigh up to 10 pounds.

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### WORK ENVIRONMENT

In office, the incumbent will use a cubicle space in a climate-controlled office setting with artificial lighting, which may have limited viewing access to outdoors. At the direction of management, there may be a combination of telework/in-office hours. The incumbent may occasionally take transportation (car, light rail, bike, walk, or other mode of locomotion) to other State facilities for training and meetings.

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I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE