

DUTY STATEMENT



1. Institution/Division/Office: Central Office / Administration / Human Resources		2. Unit/Industry/Enterprise: Personnel Operations	
3. Classification Title: Associate Governmental Program Analyst		4. Proposed Incumbent (if known): Vacant (RA)	
5. Current Position Number (Agency-Unit-Class-Serial): 063-043-5393-916		6. Effective Date:	
7. Briefly (1 or 2 sentences) describe the position's organization setting and major functions: Under direction of the Staff Services Manager I, the Retired Annuitant (RA) is responsible for the more difficult and complex personnel/payroll audits. Responsible for researching critical personnel issue and recommending alternative solutions. Assist the Personnel Specialist (PS) with personnel/payroll processes, tracking and clearing Accounts Receivables and auditing employment history, pay, benefits, leave transactions, etc. This assignment may require occasional in-office attendance at Central Office in Folsom and possibly California Medical Facility in Vacaville.			
8. Work Schedule: Varies - (Core Business Hours 7:00am - 5:00pm Monday - Friday) Max. 440 hours through June 30, 2025.			
9. Percentage (%) of time performing duties:		10. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group related tasks under the same percentage (%) with the highest percentage (%) listed first.	
ESSENTIAL FUNCTIONS			
35%		Maintain and monitor Accounts Receivable (AR) tracking for all California Prison Industry Authority (CALPIA) employees working in California Department of Corrections and Rehabilitation (CDCR) institutions statewide and at Central Office (CO). Add newly established ARs to the Human Resource (HR) AR tracking log each month, and review and document cleared ARs. Follow up monthly with CDCR locations to obtain status updates, assist with establishment and clearing documents to ensure timely clearing of monies owed. Act as a Subject Matter Expert (SME) to assist institution personnel staff and CO transaction staff with the most complex AR audits and collection. Obtain and archive supporting documents for all ARs in CALPIA HR shared folders for future reference and collection substantiation.	
35%		CALPIA assumed keying authority for CALPIA staff working at CMF effective December 1, 2024. The RA will act as a SME to assist CALPIA CO Transaction staff in large scale audit of CDCR CMF personnel transactions. Audit will consist of, but is not limited to, Employment History; Leave transactions; Retirement and benefits and pay. Maintenance and archiving of personnel documents and records into CALPIA shared location related to and substantiation of audit findings, corrections and resolutions.	
20%		Serve as liaison and primary contact for CDCR personnel offices statewide on matters related to AR audits and collection, elevating unanswered communications to the Personnel Operations Manager (POM) SSMI. Will be the primary contact for CMF Institution's Personnel Officer and CALPIA assigned Personnel Specialist to address employee concerns and transaction corrections to resolve at the lowest level, those that cannot be resolved, RA will compile all data and information to present POM with recommendations.	
5%		Provide POM assistance with other audits related to personnel matters. May be assigned to research CALHR, State Controller's Office (SCO), State Personnel Board (SPB) laws, rules and regulations to assist in updating and/or developing policies and procedures related to Civil Service transaction matters. May provided guidance, training and assistance to transaction staff at CO.	
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