

DUTY STATEMENT

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Employee Name: Vacant	Current Date: January 2025
Classification: Senior Personnel Specialist	Position #: 673-810-1317-955
Division/Office: Administrative Services Division	CBID: R01
Section: Transactions, Unit A	
Supervisor Name: Jordin Betancourt	Supervisor Classification: SSM I

I certify that this duty statement represents an accurate description of the essential functions of this position.	
Supervisor:	Date:

I have read this duty statement and agree that it represents the duties I am assigned.	
Employee:	Date:

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- Designated under Conflict of Interest Code.
- Duties performed may require pre-employment physical.
- Duties performed may require drug testing.
- Duties require participation in the DMV Pull Notice Program.
- Requires the utilization of a 32-pound self-contained breathing apparatus.
- Operates heavy motorized vehicles.
- Requires repetitive movement of heavy objects.
- Works at elevated heights or near fast moving machinery or traffic.
- Performs other duties requiring high physical demand. (Explain below):
- Duties require use of hearing protection and annual hearing examinations.

SUPERVISION EXERCISED

<input type="checkbox"/> None	<input checked="" type="checkbox"/> Lead Person
<input type="checkbox"/> Supervisor	<input type="checkbox"/> Team Leader

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FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises:

N/A

Total number of positions in Section/Branch/Office for which this position is responsible:

N/A

FOR LEADPERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position LEADS:

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MISSION OF SECTION: Under delegation from the California Department of Human Resources (CalHR), the Transactions Section is responsible for the personnel transactions functions for the California Air Resources Board (CARB) and the Office of the Secretary, California Environmental Protection Agency (Cal/EPA).

CONCEPT OF POSITION: Under the general direction of the Staff Services Manager I (SSM I), the Senior Personnel Specialist serves as an expert staff resource responsible for the most difficult and complex personnel and payroll issues for the Transactions Unit. Duties may include, but are not limited to, working in a team environment as coordinator for a variety of statewide personnel/payroll programs, maintaining a complex roster of staff, developing and administering training for attendance coordinators and personnel specialists, and acting in a lead role for the Personnel Specialists.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
40%-E	Acts as lead-person over the Personnel Specialists staff. Provides guidance to Personnel Specialists staff on the more complex or sensitive transaction issues. Provides one-on-one training to new Personnel Specialist including but not limited to the following areas: appointments, separations, Personnel Action Request (PAR) transactions and processing, payroll processing, dock, time and attendance reporting, salary advance requests, out-of-class pay, regular leave of absences, merit salary/special in-grade salary adjustments, range changes, and processing open enrollment benefit documents. Provides guidance to Personnel Specialist on personnel/payroll processes in compliance with control agencies laws, rules, memorandum of understandings (MOU's), and departmental policies and procedures pertaining to a variety of personnel transactions. Provides technical

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	<p>expertise to Personnel Specialists on workload issues and directs them to appropriate manuals, regulations, laws, and rules.</p> <p>Contacts various entities (e.g., control agencies, internal/external organizations, etc.) to obtain information, guidance, and/or clarification on complex issues related to various laws, rules, regulations, policies, and procedures. Research and interpret information in order to make recommendations regarding various personnel/payroll matters.</p>
25%E	<p>Performs ongoing audits of personnel transactions, including but not limited to auditing employee leave credits entered into the California Leave Accounting System (CLAS) to ensure that employees' vacation and annual leave balances are maintained within levels allowed by collective bargaining agreements and state regulations. Utilizes Management Information Retrieval System (MIRS) reports to perform ongoing audits. Makes recommendations to the SSM I on methods of ensuring efficient and accurate completion of all necessary work and provides results of all audits to the SSM I on a regular basis. Monitors miscellaneous reports (e.g., leave reconciliation, out-of-class pay, etc.) and works with staff to ensure deadlines are met.</p>
20%-E	<p>Processes stipulated/settlement agreements for all adverse action cases when an employee appeals a departmental action. This includes reviewing the stipulation/settlement in detail to determine the action to be taken, correctly documenting the PAR, and submitting to the State Controller's Office (SCO) with appropriate paperwork. Acts as a liaison with the Employment Development Department (EDD) in processing unemployment claim information.</p>
10%-E	<p>Assists the SSM I with special projects. Participates as a team member on personnel/payroll-related projects.</p>
5%-M	<p>Performs other job-related duties including, but not limited to, working on special projects as requested by management.</p>