

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Personnel Specialist

POSITION NUMBER:

800-693-1303-010

DIVISION/BRANCH/REGION: (UNDERLINE ALL THAT APPLY)

Administration/Human Resource Services Branch

BUREAU/SECTION/UNIT: (UNDERLINE ALL THAT APPLY)

Payroll and Benefits Section

SUPERVISOR'S NAME:

Vacant

SUPERVISOR'S CLASS:

Personnel Supervisor I

SPECIAL REQUIREMENTS OF POSITION (CHECK ALL THAT APPLY):

- ☐ Designated under Conflict of Interest Code.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Performs other duties requiring high physical demand. (Explain below)
- ☒ None
- ☐ Other (Explain below)

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

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

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED (Check one):

- ☒ None ☐ Supervisor ☐ Lead Person ☐ Team Leader

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

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

The California Department of Social Services employees are our most important resource in serving California's needy and vulnerable children and families. We partner with our employees, our managers and supervisors to select, hire, develop and maintain the best professional workforce in state service.

The Payroll Unit performs payroll and personnel functions for the Department including processing employee appointments, separations, salary determinations, leave balances and other miscellaneous transactions. In addition, the Payroll Unit also processes State Disability Insurance and Non-Industrial Disability Insurance for Departmental staff.

CONCEPT OF POSITION:

Under the general supervision of the Personnel Supervisor I, the Personnel Specialist (PS) performs all personnel and payroll functions for an assigned group of reporting units. Interprets and applies laws and rules from various control agencies, such as the State Personnel Board (SPB), California Department of Human Resources (CalHR), State Controller's Office (SCO) and California Public Employee Retirement System (CalPERS).

A. RESPONSIBILITIES OF POSITION:

40% Process Requests for Personnel Action; work with personnel liaisons, attendance coordinators, Classification and Pay analysts and control agencies for appropriate approvals and documentation needed for appointments, separations and miscellaneous transactions. Determine final compensation and appropriate benefits for employees separating from state service to ensure timely payment of wages and benefits.

25% Perform salary determinations for appointments, reinstatements, transfers, demotions, punitive actions and range changes. Calculate overtime rate, special pay, shift differential, holiday pay or various leave usage using the Fair Labor Standards Act to accurately compensate employees. Calculate salary advances to issue timely and accurate pay for appropriate pay period when necessary. Review SCO'S View Direct screen daily to verify and release pay as appropriate. Process and track attendance summaries.

20% Post and reconcile leave usage in the California Leave Accounting System to ensure accurate compensation and leave benefit accruals.

Process and track hours worked for intermittent, part-time, seasonal and retired annuitants to ensure time limits are not exceeded in compliance with applicable Departmental, state and/or federal laws, rules, regulations, policies and/or guidelines.

Prepare process and track range change documentation for all eligible employees. Prepare and submit Merit Salary Adjustments and Special In grade Salary Adjustments for intermittent employees.

Process, track and/or distribute salary garnishments to ensure compliance with court orders (e. g. child support, civil judgments, etc.) and various agency requests (e.g., Franchise Tax Board, Internal Revenue Service, etc.).

Process, track and/or collect accounts receivables (AR) to recover overpayment owed to the Department.

Maintain accurate employment history by correcting errors using the SCO system in accordance with the Personnel Action Manual and control agency's instructions.

10% Answer and/or return all telephone calls timely and provide assistance to office visitors at the front reception counter.

5% Other work related duties as required including filing, organizing and updating the AR database.

B. SUPERVISION RECEIVED:

The PS receives general supervision from the Personnel Supervisor I. The PS is expected to keep his/her respective supervisor proactively informed of progress and potential problem areas.

C. ADMINISTRATIVE RESPONSIBILITY:

May act as a lead in the absence of the Personnel Supervisor I.

D. PERSONAL CONTACTS:

The PS will have contact with all levels of Departmental staff and will be advising them of their rights and benefits. The PS will work closely with SCO, SPB, CalPERS and CalHR.

E. ACTIONS AND CONSEQUENCES:

The PS must exercise good judgment. Poor judgment decisions can adversely affect employees' pay and benefits. The PS must maintain confidentiality to ensure safety and security of confidential information. Failure to do so may result in a security breach.

F. OTHER INFORMATION:

Interact with staff, management, public and other state agencies in a professional and cooperative manner. Appropriately handle difficult or sensitive workplace situations in a professional and tactful manner by utilizing effective communication and interpersonal skills. Operate a computer keyboard/terminal to complete assignments. Prioritize and organize personnel workload to ensure time frames are met. Think logically, multi-task, apply laws, rules, regulations and bargaining unit contract provisions to all personnel transactions.