

REV DATE: October 31, 2017

RPA#	CLASSIFICATION TITLE	WORKING TITLE
HRB 17-016	Personnel Specialist (PI)	
POSITION NUMBER (AGENCY-UNIT-CLASS-SERIAL)	DIVISION	
565-011-1303-905		
BRANCH	SECTION	UNIT
Human Resources		Transactions
LOCATION (GEOGRAPHIC/REPORTING LOCATION)		
Sacramento		

CONFLICT OF INTEREST CLASSIFICATION (Gov. Code 87300, et seq.):
This position is designated under the Conflict of Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.
CONFLICT OF INTEREST CLASSIFICATION <input type="checkbox"/> Yes <input type="checkbox"/> No

EMPLOYEE INFORMATION:			
EMPLOYEE NAME			DATE
SCHEDULE			WORK HOURS
Monday - Friday			
TENURE	TIME-BASE	CBID	WORK WEEK GROUP
Permanent	Intermittent	R1	2

DEPARTMENT OVERVIEW:
The California Department of Fish and Wildlife is responsible for all issues related to Fish and Wildlife within the State.
OUR VISION:
To be the premier leader and trusted partner in California's Fish and Wildlife matters.
OUR MISSION:
The Mission of the Department of Fish and Wildlife is to manage California's diverse fish, wildlife, and plant resources, and the habitats upon which they depend, for their ecological values and for their use and enjoyment by the public.
CONDUCT, ATTENDANCE AND PERFORMANCE EXPECTATIONS:
This position requires the incumbent to maintain acceptable, consistent and regular attendance at such level as is determined at the Department's sole discretion; communicate effectively (orally and in writing if both appropriate) 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 regarding attendance, leave, and conduct. Must maintain regular and acceptable attendance at such a level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.
SUPERVISION RECEIVED:
Works under the general supervision of the Personnel Supervisor II of the Transaction Unit.
SUPERVISION EXERCISED:
None.

GENERAL STATEMENT:

Under the general supervision of a Personnel Supervisor II, the Personnel Specialist performs general personnel and payroll functions, in accordance with established procedures, for a roster consisting of a designated region and assigned branches or divisions of the Department of Fish and Wildlife. The incumbent is responsible for performing the following duties:

% OF TIME PERFORMING DUTIES	An itemized listing of the specific job duties and the percentage of time spent on each separate and distinct task, with essential and marginal functions identified. Percentages must be listed in descending order and must equal 100%. (No duties less than 5%)
45%	<p>Processing all personnel, payroll, and various benefits and documents for employees which include, but are not limited to: Personnel Action Request (PAR), Report of Miscellaneous Hours (F. 671), Employment Action Request (EAR), Payroll Adjustments Notice (F. 674), Attendance Report (F. 672), and Health and Dental Enrollment forms; key entering all personnel and payroll documents into the State Controllers' data base system on a personal computer; auditing time sheets, and maintaining leave balances by updating CLAS; establishing and clearing accounts receivable and salary advances, when required.</p> <p>Ability to interpret and apply State laws, rules, regulations, and Department policies, as well as contract provisions as they relate to personnel and payroll transactions. Ability to understand the keying requirements for and use the on-line systems of PIMS, PIP, HIST, CLAS, CSP, and other on-line systems. Ability to apply departmental policies and procedures appropriately. Ability to work with computer applications used by DFW, SCO, CALHR, and PERS.</p>
25%	<p>Keep track of leave time (e.g. vacation, personal, and sick leave, etc.) for employees using various systems in accordance with bargaining unit contracts, Personnel Management Liaison Memoranda's (PMLs), laws and regulations. Track and process hours worked for intermittent, part-time, seasonal and retired annuitants to ensure time limits are not exceeded to ensure compliance with applicable departmental, state and/or federal laws, rules, regulations, policies and/or guidelines.</p>
20%	<p>Maintaining official personnel files by filing and purging documents according to the Record Retention Schedule.</p> <p>Track leave credit usage for Family and Medical Leave Act (FMLA), Catastrophic Time Bank (CTB), military leave, education leave, etc. to ensure accurate and/or appropriate usage of leave credits. Notify separating employees of Consolidated Omnibus Budget Reconciliation Act (COBRA) benefits and process documents in order to continue benefits.</p> <p>Track and process all documentation for non-industrial disability and state disability benefit options from beginning to closure and coordinate with the Employment Development Department (EDD) to ensure accurate compensation to employee in accordance with departmental, state and/or federal laws, rules, regulations, policies and/or guidelines</p>
10%	<p>Reviewing incoming mail to determine appropriate actions or notifications required; utilizing external and internal customer service principles in responding to: telephone and walk-in inquiries from the public and Department personnel, subpoenas for records, unemployment and loan verifications.</p> <p>Ability to communicate effectively both orally and in writing. Ability to multitask and change priorities, as needed.</p>

SPECIAL REQUIREMENTS/OTHER INFORMATION:**MINIMUM QUALIFICATIONS:**

Either I

One year of experience in the California state service performing office duties at a level of responsibility equivalent to an Office Assistant, Range B.

Or II

Two years of office experience. [Academic education above the 12th grade may be substituted for one year of the required general experience on the basis of either (a) one year of general education being equivalent to three months of experience; or (b) one year of education of a business nature being equivalent to six months of experience.]

(Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as Either I, II, or III, etc. For example, candidates possessing qualifying experience amounting to 50 percent of the required time of Pattern I, and additional experience amounting to 50 percent of the required time of Pattern II, may be admitted to an examination as meeting 100 percent of the overall experience requirement.)

DESIRABLE QUALIFICATIONS:

Familiarity with automated systems.

Special Personal Characteristics: Demonstrated ability to act independently, open-mindedness, flexibility, and tact.

Interpersonal Skills: Work independently in a team setting.

WORKING CONDITIONS:

Ability to use a computer keyboard several hours a day.
 Involves sitting most of the time, but may involve walking or standing for brief periods.
 Attending meetings may be required.

PERSONAL CONTACT:

Interacts with personnel in the Transaction Unit, the Human Resources Branch and other Department Managers and Personnel.

EMPLOYEE ACKNOWLEDGEMENT:

I have read and understand the duties listed above, and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with your supervisor. If unsure of a need for reasonable accommodation, inform your supervisor, will discuss your concerns with the Office of Civil Rights.)

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE

SUPERVISOR ACKNOWLEDGMENT:

I certify this duty statement represents current and an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE