



JOB OPPORTUNITY BULLETIN

CLASSIFICATION: Personnel Specialist

TENURE: Permanent

TIME BASE: Full Time

SALARY:

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|---|-------------------------|
| A | \$2,900.00 – \$3,630.00 |
| B | \$3,335.00 – \$4,179.00 |
| C | \$3,453.00 – \$4,323.00 |
| D | \$3,729.00 – \$4,669.00 |

Annual Recruitment and Retention Bonus: \$2400

LOCATION: Personnel Services Office

FINAL FILING DATE: Until Filled

DUTIES/RESPONSIBILITIES:

Under the supervision of the Staff Services Manager I, the incumbent is responsible for personnel transactions of an assigned roster of approximately 200+ employees. Duties include, but are not limited to processing of payroll and attendance of employees in several bargaining units and excluded employees, performing salary determinations, processing of benefit documents and Requests for Personnel Action (RPAs). The Personnel Specialist is responsible for interpreting and applying personnel related laws, rules, regulations, agency policies and procedures and Memorandum of Understanding.

DESIRABLE EXPERIENCE/QUALIFICATIONS:

- Experience in and knowledge of the full range of personnel/payroll transactions and benefits
- Ability to manage multiple priorities and meet deadlines
- Ability to interact effectively with all levels of Commission staff and the public
- Willingness to work as a team member in a small personnel office
- Ability to research and resolve issues
- Ability to accurately and independently interpret policies, procedures, laws and rules, bargaining unit contracts, and manual instructions
- Provide exceptional customer service

WHO MAY APPLY: Eligible candidates who are current state employees with status in the above classification or lateral transfers from an equivalent class, former state employees who can reinstate in this classification or persons who are reachable on a current employment list for this classification. Appointment is subject to the provisions of the SROA process: SROA / SURPLUS / REEMPLOYMENT candidates are encouraged to apply and must attach a copy of their status letter.

Interested applicants must submit a completed Standard State Application (Form STD. 678) with an original signature, to the contact/address listed below. Electronic applications will not be



accepted. You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #208-430 and Position #535-208-1303-010 in the "Explanation Section" of the STD 678. A separate application is required for each position. Applications will be screened for experience and only the most qualified will be contacted for an interview.

NOTE: Failure to comply with the filing instructions and incomplete applications received will not be considered.

PLEASE NOTE: *Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application may be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list.*

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

SUBMIT APPLICATIONS TO:

Personnel Services Office
Attn: RPA #208-430
1516 9th Street, MS-3
Sacramento, CA 95814
Phone: 916-654-4309

California Relay (Telephone) Service for
the Deaf or Hearing-Impaired
From hTDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922