



<b>Classification:</b> Personnel Specialist	<b>Position No.</b> 208-1303-010
<b>CBID:</b> R01	<b>Office:</b> Personnel Services
<b>Date Prepared:</b> 6/30/2017	<b>Division:</b> Administrative Services
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

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). Under the guidance of the Personnel Supervisor I, the employee is responsible for interpreting and applying Personnel related laws, rules, regulations, agency policies and procedures and Memorandum of Understanding.

**WORKING CONDITIONS.** Work is performed indoors in an office setting.

**DUTIES AND RESPONSIBILITIES:** The incumbent works independently and/or in a team environment, uses a personal computer and Commission-designated software, and operates various types of office equipment while performing the duties described below.

- 60% Processes various personnel transactions, including Personnel Action Requests (PARs), Employee Action Requests (EARs), appointments, permanent and temporary separations, retirements, overtime and docking of employee pay, certifications and salary determinations. Process and provide information and assistance to employees regarding State-sponsored benefits, including health, dental and vision. Audits time reports and inputs monthly leave usage onto the California Leave Accounting System (CLAS). Researches and resolves attendance-reporting problems and works with employees and timekeepers to ensure accurate record keeping. Initiates appropriate documentation to establish employee garnishments, accounts receivables and miscellaneous payroll adjustments. (E)
- 30% Research and apply civil service laws and rules, regulations, agency policies and procedures and collective bargaining agreements as they apply to personnel. Maintain working relations with control agency liaisons. Respond both verbally and in writing to inquiries regarding personnel/payroll issues and leave accounting discrepancies. (E)
- 5% Maintains all filing systems for the Official Personnel Files (OPF's) for Commission employees, the Request for Personnel Action (RPA's), and monthly payroll and attendance records. (E)
- 5% Performs other duties as required, consistent with the specifications of the classification. (M)

# DUTY STATEMENT



## SIGNATURES

**I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position**

\_\_\_\_\_  
Personnel Specialist

\_\_\_\_\_  
Date

\_\_\_\_\_  
Maxine Freeman

Staff Services Manager I

\_\_\_\_\_  
Date