

**STATE OF CALIFORNIA  
DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING  
DUTY STATEMENT**

Employee Name	Classification Name	Position Number
Vacant	Senior Personnel Specialist	326-314-1317-002
Division/Unit	Date	Prior Pos. # (if applicable)
Administrative Services/Human Resources	12/04/18	

**SUMMARY OF RESPONSIBILITIES**

Under general direction of the Personnel/Labor Relations Officer, the incumbent serves as the expert staff resource responsible for the most complex duties which include, but are not limited to the following:

**ESSENTIAL FUNCTIONS:**

- 25% Document appointments and promotions in accordance with the PAM and the certification process. Document separations and miscellaneous transactions on the Personnel Action Request (PAR), Std. 680, and review the Request for Personnel Action, implemented by supervisors to initiate personnel action, for accuracy and completion. Order, print, and clear certification lists for all list appointments ensuring that SROA and reemployment is cleared. Review applications against PIMS, CSP, and CERT to check for eligibility. Also review the Employee Action Request (EAR), Std. 686, for accurate completion; input PAR and EAR information into the Controller's data base to update employee employment history and/or withhold information in order to initiate correct and timely salary payment to the employee.
  
- 25% Process and release master and supplemental payroll warrants, including SDI, NDI, IDL/TD, overtime, and intermittent pay, in a timely manner. Complete payroll related forms such as, but not limited to, Report of Absence, Std. 603, Miscellaneous Pay, Std. 671, Attendance Report, Std. 672, Report of Exceptions to Payroll, Std. 666, Payroll Adjustment Notice, Std. 674, Salary Garnishment, Std. 639, Industrial/Non-Industrial Disability Pay Request, Std. 674D, and Report of Extra Hours To Be Paid, Std. 671, and MPC (Master Payroll Certification). Input information on payroll forms designated by Controller into the Payroll Input Processing program in order to initiate correct pay.  
  
Verify garnishments, account receivables, dock, and other miscellaneous deductions have been deducted correctly from master pay. Issue revolving fund checks/salary advances as required.
  
- 10% Using the California Leave Accounting System (CLAS) maintain accurate leave balance records; audit timesheets and overtime forms for accurate attendance reporting.
  
- 10% Researches critical personnel problems and recommends alternate solution by interpreting and applying laws, rules, regulations, and procedures set forth by the CalHR, State Personnel Board, State Controller's Office, Department of Finance, Public Employees' Retirement System, DFEH Departmental Policies, and Bargaining Unit 01, 02, and 04 Contracts.

10% Reviews various control agency letters, memos and BU Contracts and initiates letters or memos to employees, responds to inquiries and employment verifications, informational memos to all employees. Assist as directed, in the recruitment efforts of the Department. Attend monthly Personnel/Payroll Review Committee meetings. Other duties appropriate for the class as assigned.

**MARGINAL FUNCTIONS:**

- 5% Determine eligibility for enrollment or change in Health, Dental, Vision, Flex Elect, and Group Legal benefit plans; review enrollment forms for completeness and accuracy prior to keying in MyCalPERS or submitting to State Controller's Office (SCO); determine intermittent employees' eligibility to remain enrolled at certain pre-existing check points and initiate administrative cancellations if intermittent employees are no longer qualified.
- 5% Work with the Return to Work Coordinator in processing IDL pay and restoring employee leave balances as approved by State Compensation Insurance Fund.
- 5% Coordinator for Statement of Economic Interest (Form 700). Notify designated employees to complete the Form 700, review the forms for accuracy and ensure timely submission. Maintain FPPC Form 700 database.
- 5% Calculate employee eligibility for CFRA/FMLA. Complete/provide CalHR's CFRA/FMLA documents to employee/supervisor. Provide approval or denial for CFRA/FMLA. Track CFRA/FMLA hours in CLAS data base.

**DESIRABLE QUALIFICATIONS:**

- Experience working in a Human Resources environment processing payroll and benefit documents.
- Ability to work independently.
- Strong writing skills and ability to communicate with all levels of staff.
- Ability to reason in a logical manner and resolve issues.
- Ability to plan, organize, prioritize and multi-task workload, as well as work under pressure to meet varying deadlines.
- Proficient computer skills (Word and Excel).
- Experience working with highly confidential documentation.
- Excellent customer service skills.

**WORK ENVIRONMENT, PHYSICAL, OR MENTAL ABILITIES:**

The demands described here are representative of those that must be met by the incumbent to successfully perform the essential functions of the job with or without a reasonable accommodation.

- Requires daily use of a personal computer and related software applications at a workstation.
- Requires ability to lift files, office supplies, books and manuals (up to 20 pounds).
- Requires ability to complete tasks that require reaching, bending, grasping, and making repetitive hand movements in the performance of daily duties.
- Requires prolonged sitting and or standing at a workstation for 6.5 to 7 hours per day.
- Requires dependability and excellent attendance records.

**WORKING CONDITIONS:**

The above statements are intended to describe the general nature and level of work being performed by the incumbent. They are not intended to be an exhaustive list of all responsibilities, duties, skills or working conditions associated with this job.

**Supervision Received:**

The Senior Personnel Specialist will receive general supervision from the Personnel/Labor Relations Officer and may receive direction from the Deputy Director of Administration.

**Supervision Exercised:**

None

**Administrative Responsibility**

Adhere to the laws, rules, policies and procedures pertaining to Personnel Unit functions.

**Personal Contacts**

The Senior Personnel Specialist has daily contact with departmental management and staff, control agency representatives, and other state agency personnel.

**Actions and Consequences**

Failure to use good judgment in handling sensitive and confidential information could result in sensitive information being released to unauthorized persons and/or incorrect information used to make personnel management decisions.

**Certification of the Employee:**

I have read and understand the duties as described above for the Senior Personnel Specialist. I meet the job requirements and am capable of performing the essential functions with or without a reasonable accommodation.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date