

EDITED TASK LISTING

CLASSIFICATION: PERSONNEL SPECIALIST

NOTE: Each position within this classification may perform some or all of these tasks.

Task Statements	
1.	Perform salary determinations for appointments, reinstatements, transfers, demotions, punitive actions and range changes to ensure accurate compensation using laws, rules, various reference materials (i.e., Personnel Information Exchange [PIE], manuals, worksheets, etc.) as needed.
2.	Determine eligibility for health, dental, vision, and flex benefits, long-term disability and life insurance, family medical leaves, and catastrophic time bank to ensure availability of appropriate benefits using various manuals, forms, memoranda of understanding, and Automated Communication Exchange System (ACES) as needed.
3.	Collect data from payroll, and employee history to prepare employment verifications from various sources ensuring compliance with the Information Practices Act (IPA) using State Controller Office (SCO) database, and calculator as requested.
4.	Calculate Fair Labor Standards Act (FLSA) overtime rate by including special pays, shift differential and holiday pay to accurately compensate employees, using various reference manuals, Personnel Payroll Automated System (PPAS), Fourth Dimension (4D), worksheets, and FLSA on a monthly basis.
5.	Determine disability benefits and compensation (State Disability Insurance [SDI] Temporary Disability, Industrial Disability Leave [IDL], and Non-Disability Insurance [NDI]) to prepare applicable personnel and payroll documents ensuring appropriate pay using various reference manuals, laws, rules, State Compensation Insurance Fund (SCIF), SCO database, etc., on a monthly basis and/or as needed.
6.	Verify appointment eligibility to prepare appointment documents and hire employees using appropriate reference materials (i.e., manuals, employee application, Request for Personnel Action (RPA), etc.) as required.
7.	Prepare separation documents, determine final compensation, and appropriate benefits for employees leaving state service to ensure timely payment of wages and benefits using laws, rules, various reference materials (i.e., worksheets, manuals, California Leave Accounting System (CLAS), ACES, etc.) as needed.
8.	Prepare miscellaneous Personnel Action Request (PAR) transactions to update and document employee data to ensure accuracy of employment history using various reference manuals, PAR, SCO, Business Information Systems (BIS) database, RPA, etc., as required.

Tasks highlighted in bold text are not currently on the SPB classification specification

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9.	Verify eligibility leave credit usage for Family Medical Leave Act (FMLA), Catastrophic Time Bank (CTB), military leave, education leave, annual leave, sick and vacation to ensure accurate accruals and usage of leave credits using timesheets, various reference manuals, worksheets, payroll calendars, leave cards, CLAS, etc., as needed.
10.	Track as needed leave credit usage for Family Medical Leave Act (FMLA), Catastrophic Time Bank (CTB), military leave, education leave, annual leave, sick and vacation to ensure accurate accruals and usage of leave credits using timesheets, various reference manuals, worksheets, payroll calendars, leave cards, CLAS, etc.
11.	Calculate salary advances to issue correct pay for appropriate pay period using timesheets, BIS, SCO pay calculator, salary advance form, etc., as needed.
12.	Clear salary advances for issued pay for the appropriate pay period using timesheets, salary advance form, etc., as needed.
13.	Interpret bargaining unit contracts for all personnel and payroll related issues to ensure compliance using memoranda of understanding for various bargaining units as needed.
14.	Post roster cards for all allocated positions to ensure accurate record keeping and position history using roster cards, and employment history from PAR, on an ongoing basis.
15.	Maintain roster cards for all allocated positions on an ongoing basis to ensure accurate record keeping and position history using roster cards, and employment history from PAR.
16.	Certify employee attendance to ensure accurate master payroll is issued from SCO in a timely manner using timesheets, Time and Attendance Sheet (Std. 672), Exceptions to Payroll (Std. 666), Dock Notice (Std. 603), SCO decentralized calendar, Employee Attendance Summary (Std. 640), CLAS, etc., on a semi-monthly and/or monthly basis.
17.	Key personnel and payroll documents into SCO database to update employment history and generate pay utilizing various personnel manuals and documents on an ongoing basis.
18.	Convey accurate information to/or regarding employees on personnel and payroll issues using verbal communication skills, personnel expertise, various reference manuals, memoranda of understanding, SCO database, etc., as needed.

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19.	Interact with staff, the public, and management in a professional manner to provide excellent customer service using communication and interpersonal skills and appropriate reference materials on an ongoing basis.
20.	Maintain confidentiality related to employee's personnel and payroll information in compliance with the IPA to ensure safety and provide security of confidential documents using ethical behavior, SCO decentralized security agreement, departmental Computer Technology Use Agreement as required.
21.	Coordinate all payroll and personnel documents for the purpose of providing accountability for historical data based on Departmental Operations Manual (DOM), retention schedules, etc., on an ongoing basis.
22.	Retain all payroll and personnel documents on an ongoing basis for the purpose of providing accountability for historical data based on Departmental Operations Manual (DOM), retention schedules, etc.
23.	Maintain Official Personnel Files (OPF) to ensure a current employee record using retention schedules, disclosure log, OPF index, and the IPA, on an ongoing basis.
24.	Prioritize personnel workload to ensure time frames are met using SCO calendar, organization and communication skills, tic files, etc., on an ongoing basis.
25.	Organize personnel workload on an ongoing basis, to ensure time frames are met using SCO calendar, organization and communication skills, tic files, etc.
26.	Process account receivables to recover overpayments owed to the department using Payroll Procedures Manual (PPM), calendars, Payroll Adjustment (Std. 674A/R), account receivables letters to employees, etc., as needed.
27.	Track account receivables as needed to recover overpayments owed to the department using Payroll Procedures Manual (PPM), calendars, Payroll Adjustment (Std. 674A/R), account receivables letters to employees, etc.
28.	Track salary garnishments to ensure compliance with court orders (i.e., child support, civil judgments, etc.) and various agency requests (i.e., Franchise Tax Board, Internal Revenue Service, etc.) using Garnishment forms (Std. 638 and Std. 639), PPM, laws, rules and regulations, as needed.

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29.	Process as needed, salary garnishments to ensure compliance with court orders (i.e., child support, civil judgments, etc.) and various agency requests (i.e., Franchise Tax Board, Internal Revenue Service, etc.) using Garnishment forms (Std. 638 and Std. 639), PPM, laws, rules and regulations.
30.	Audit attendance on a semi-monthly and/or monthly basis. for payroll and leave usage to ensure accurate employee compensation and leave benefit accruals using timesheets, CLAS, etc.
31.	Post attendance for payroll and leave usage to ensure accurate employee compensation and leave benefit accruals using timesheets, CLAS, etc., on a semi-monthly and/or monthly basis.
32.	Track Unemployment Insurance forms using the Share Point database to ensure timely processing, as required.

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