

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Senior Personnel Specialist	OFFICE/BRANCH/SECTION DHR/Office of Transaction Services	
WORKING TITLE Senior Personnel Specialist	POSITION NUMBER 702-008-1317-xxx	EFFECTIVE DATE 07/01/2015

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

**GENERAL STATEMENT:**

Under the direction of the Personnel Supervisor II (Sup II), the Senior Personnel Specialist performs the most difficult and complex personnel/payroll related activities for Caltrans' employees, Career Executive Assignments (CEAs), exempts, California State Transportation Agency (CalSTA), and Office of Traffic Safety (OTS). The Senior demonstrates a positive attitude and a commitment to provide quality service that is accurate, timely, and exceeds our customers' expectations.

**TYPICAL DUTIES:**

Percentage Essential (E)/Marginal (M) <sup>1</sup>	Job Description
40% E	Analyzes and performs complex employee history corrections and salary determinations. Performs the more complex leave transactions, including complex leave audits, lump sum deferrals, and the offset of ARs using leave credits. Serves as the Catastrophic Leave expert resource for department employees, CalSTA, and OTS. Ensures the California Leave Accounting System (CLAS) is updated correctly to reflect accurate balances for these transactions. Functions as the Department's Military Leave and Garnishment expert. Processes all separations for deceased employees to ensure timely payment of wages, and continuation of medical coverage, and provide compassionate help to the family. Researches and provides solutions to Staff Central issues.
20% E	Serves as the departmental expert processing of Family Medical Leave Act (FMLA), complex Non-Industrial Disability (NDI) and Enhanced NDI transactions, State Disability Insurance (SDI) payroll and leave accounting for employees in different bargaining units and excluded employees. Duties include, but are not limited to, processing FMLA and NDI claims in accordance with established laws, rules and departmental policies. Monitors employees on SDI, ensures the appropriate documentation of SDI leave, and ensures the appropriate return of employees on SDI to pay status.
10% E	Researches and provides data for internal and external audits. Provides information to Labor Relations regarding grievances by Department employees and to Discipline Services regarding adverse actions. Consults with Labor Relations and Discipline Services regarding transactions' processing issues. Processes the more complex stipulated agreements.
20% M	Acts as the technical expert for the Transactions' analysts in the development of training materials for staff. Provides group and one-on-one training to new staff and refresher training, as needed, for more experienced staff.
10% M	Reviews, interprets, and implements Legislative changes, bargaining unit contract provisions, control agency manual revisions, CalHR Pay Letters and PMLs, State Controller's Office (SCO) Payroll and Personnel Letters, and CalPERS Circular Letters. Works with the Transactions' analysts as the subject matter expert to ensure Transactions Procedure Memos are created or revised based on changes to government code, bargaining unit contracts, and/or changes to control agencies' policies and procedures.

<sup>1</sup>ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

None.

**ADA Notice**

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### **KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Must be able to interpret civil service laws, rules, and various personnel manuals from SCO, PERS, CalHR; as well as, Departmental procedures and bargaining unit MOUs. Must have knowledge of modern office methods, supplies, and equipment; business English and correspondence; and principles and techniques of effective supervision and training. Must be able to follow oral and written directions; evaluate situations accurately and take effective action; read and write English at a level required for successful job performance; create clear and comprehensive reports and keep difficult records; meet and deal tactfully with the public; apply specific laws, rules, and office policies and procedures; prepare correspondence independently utilizing a wide knowledge of vocabulary; communicate effectively; and plan, organize, and monitor the work of others.

Must be able to make independent decisions on a regular basis related to employee payroll, leave and benefits. Makes decisions related to the Department's position on statewide transactions issues. Poor judgment could affect employees' pay and benefits and cause considerable hardship to all levels of employees including CEAs and Exempts.

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### **RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The incumbent is responsible for performing the most complex personnel and payroll processes effectively, accurately and timely. Poor performance in carrying out these tasks can result in employees being paid incorrectly, monetary penalties to the Department for payroll grievances, employees dissatisfied with DHR's customer service and loss of credibility and legal ramifications in increased grievances and lawsuits.

Responsible for complying with the Information Practices Act (IPA), Civil Code section 1798, et seq., by protecting departmental employees' confidential information, including, but not limited to, social security numbers, medical or employment history, education, financial transactions, or similar information. Failure to protect departmental employee's confidential information may damage DHR's reputation as a confidential organization and result in employee grievances or lawsuits. Intentional violation of this Act may result in disciplinary action, up to and including termination of employment.

Poor judgment could affect employees' pay and benefits and cause considerable hardship to all levels of employees including CEAs and Exempts.

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### **PUBLIC AND INTERNAL CONTACTS**

Maintains good relationships with staff, management, Department employees, other State agency employees, and the public. Incumbent must maintain a professional manner in dealing with staff or the public. Incumbent must work with others in a cooperative manner.

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### **PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Employee may be required to sit for long periods of time using a keyboard and video display terminal. Employee must maintain cooperative working relationships with staff as well as other departmental employees, must respond appropriately to difficult situations, must recognize emotionally charged issues or problems, and must facilitate effective solutions. May on occasion need to assist in movement of boxes or other miscellaneous office supplies and will need to be able to lift items weighing five to ten pounds. Must adjust rapidly to new situations warranting attention and resolution.

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### **WORK ENVIRONMENT**

The incumbent will work in a climate-controlled office under artificial lighting. The work site may have limited viewing access to the outdoors and the incumbent may be assigned cubicle space as a base of operation.

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I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE