

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Personnel Specialist	DHR/Workers' Compensation (WC) Program – WC Claims Management /Return-to-Work/ WC Payroll and Benefits	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Workers' Compensation Specialist	702-008-1317-XXX	11/1/2014

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 general direction of the Staff Services Manager I (SSM I), the Senior PS (SR PS) provides payroll and benefit services to the Department's employees, supervisors and managers. The SR PS demonstrates a positive attitude and a commitment to providing quality service that is accurate, timely, and exceeds our customers' expectations.

TYPICAL DUTIES:

Percentages

Essential (E)/ Marginal (M)¹

Job Description

- 60% E** Processes all personnel and payroll documents related to the issuance of Workers' Compensation pay and benefits utilizing the State Controller's on-line automated system; performs difficult mathematical calculations; establishes accounts receivables or collection of monies owed the department; researches and interprets resource manuals to ensure compliance of Workers' Compensation, State Personnel Board and Department of Personnel Administration laws, rules and policies.
- 15% E** Verifies accuracy and authorizes releases of payroll; calculates and prepares salary advances when appropriate.
- 10% E** Inputs essential corrections to update leave balances through computerized CLAS system and/or the Department's Online Time Reporting system (Staff Central).
- 10% E** Advises supervisors and employees regarding Workers' Compensation benefits; and serves as a liaison between employees and control agencies.
- 5% M** Acts as a liaison between Service Centers, State Fund, State Controller's Office, State Personnel Board, CalPERS, and , California Department of Human Resources (CalHR)

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.

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SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

N/A

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Incumbent has knowledge of State Personnel Board and CalHR laws, rules and policies; Workers' Compensation laws; State Controller's automated payroll system; Department's automated time reporting system and leave accounting system (CLAS).

The incumbent has the ability to effectively interpret and apply Workers' Compensation laws, interpret such laws and rules as mentioned above, and maintain a cooperative working relationship with all levels of Caltrans staff.

The incumbent can reason logically, consult and advise on Workers' Compensation issues and make determinations as to the type of Workers' Compensation benefits to be processed on a case by case basis

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent is responsible for effectively and timely processing of Workers' Compensation benefits. Inaccurate or delayed reporting of information can adversely affect the delivery of benefits to clients. Poor judgment in monitoring, evaluating and reporting information could affect the incumbent's ability to effectively provide quality personnel and payroll-related services to internal and external customers.

The incumbent has access to very sensitive and confidential information. Careless, accidental, or intentional disclosure of information to unauthorized persons can have far-reaching effects, which may result in civil or criminal actions against those involved.

The incumbent is responsible for complying with the Information Practices Act (IPA) 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, may result in employee grievances or lawsuits, and, pursuant to California Civil Code section 1798.55, could result in disciplinary action, including termination of employment.

PUBLIC AND INTERNAL CONTACTS

The incumbent will work with all levels of Caltrans staff and management, consultants, private sector groups and representatives of State control agencies. Must work with others in a cooperative manner and demonstrate a positive attitude.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for long periods of time using a keyboard and video display terminal. May also be required to lift, carry, and move boxes of material from one location to another. Employee may be required

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS (continued)

occasionally to bend, stoop, and kneel; to pull or push objects; to grasp objects, to stand for long periods of time, and to twist the body or neck in a sideways motion, either seated or standing. Employee must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Employee must sustain concentration level needed for reviewing material, auditing, problem solving and reasoning. Employee may deal with difficult people and must have the ability to develop and maintain cooperative working relationships; resolve emotionally charged issues reasonably and diplomatically; consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations; be tactful and treat others with respect

WORK ENVIRONMENT

While at their base of operation, employee will work in a climate-controlled office under artificial lighting. Employee may also be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold.

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.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

Date

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

Supervisor (Print)

Supervisor (Signature)

Date