

# Personnel Specialist

## *Essential Task Rating Results*

1	Verify appointment eligibility using certification lists and/or appropriate reference materials (i.e., manuals, employee application, Functional Ability Questionnaire, Request for Personnel Action, Personnel Information Management Systems history, etc.) to ensure compliance with applicable departmental, state and/or federal laws, rules, regulations, policies and/or guidelines.
2	Collect time keeping documents (e.g. departmental and/or standard state forms: 634, 672, 7825, etc.) to audit leave usage and overtime worked using various manuals and reference materials to ensure compliance with applicable departmental, state and/or federal laws, rules, regulations, policies and/or guidelines.
3	Post and reconcile leave usage to ensure accurate employee compensation and leave benefit accruals using time keeping documents, California Leave Accounting System (CLAS), etc., on a monthly basis.
4	Maintain accurate employment history by correcting errors using PIMS in accordance with Personnel Action Manual and control agency's instructions.
5	Maintain accurate leave balance records by correcting errors using various attendance tracking systems in accordance with Bargaining Unit Contracts, Personnel Management Liaison Memorandas (PMLs), laws and regulations.
6	Reconcile employee attendance to ensure accurate master payroll is issued from State Controller's Office in a timely manner to ensure compliance with applicable departmental, state and/or federal laws, rules, regulations, policies and/or guidelines.
7	Certify employee attendance for regular time worked according to work week group, time base and/or Bargaining Unit Contract to ensure compliance with applicable departmental, state and/or federal laws, rules, regulations, policies and/or guidelines.
8	Keep track of leave time (e.g. vacation, personal, and sick leave, etc.) for intermittent employees using various systems in accordance with bargaining unit contracts, Personnel Management Liaison Memorandas (PMLs), laws and regulations.

9	Track and process hours worked for intermittent, part-time, seasonal and retired annuitants to ensure time limits are not exceeded to ensure compliance with applicable departmental, state and/or federal laws, rules, regulations, policies and/or guidelines.
10	Verify eligibility and process employee benefits (e.g. health, dental, vision, and flex benefits, long-term disability and life insurance) using various reference materials and systems (e.g. Benefit Administration Manual (BAM), Automated Communication Exchange System (ACES), etc.) as needed to ensure timely processing of benefits.
11	Provide employees with non-industrial disability benefit options (e.g. State disability insurance (SDI), non-industrial disability insurance (NDI), etc.) and monitor selection to ensure compliance with applicable departmental, state and/or federal laws, rules, regulations, policies and/or guidelines.
12	Track and process all documentation for non-industrial disability benefit cases (e.g. State disability insurance (SDI), non-industrial disability insurance (NDI), etc.) from beginning to closure and coordinate with the Employment Development Department (EDD) to ensure accurate compensation to employee in accordance with applicable departmental, state and/or federal laws, rules, regulations, policies and/or guidelines.
13	Notify separating employees of Consolidated Omnibus Budget Reconciliation Act (COBRA) benefits and process documents in order to continue benefit coverage using various systems and/or forwarding documents to appropriate control agencies.
14	Track leave credit usage for Family and Medical Leave Act (FMLA), Catastrophic Time Bank (CTB), military leave, education leave, etc. to ensure accurate and/or appropriate usage of leave credits using timesheets, various reference manuals, worksheets, payroll calendars, leave cards, CLAS, etc., as needed.
15	Act as a liaison between the employee and control agencies to ensure personnel and payroll documents are processed accurately and in a timely manner and to ensure compliance with applicable departmental, state and/or federal laws, rules, regulations, policies and/or guidelines.
16	Ensures written communications are clear, concise, relevant and accurate.

17	Contact various entities (e.g. control agencies, internal/external organizations, etc.) to obtain information, guidance and/or clarification on various laws, rules, regulations, policies, procedures, etc. utilizing various communication resources (e.g., e-mail, telephone, verbal, written, etc.) as necessary.
18	Prepare appeals to control agencies in order to obtain approval for various requests for employees (e.g., retro-active effective dates, adding/deleting dependents, etc.) using forms, documentation and correspondence.
19	Gather data and compose written documents to provide information and/or direction to various audiences regarding personnel and/or payroll processes to maintain consistency and to ensure compliance with applicable departmental, state and/or federal laws, rules, regulations, policies and/or guidelines.
20	Provide information to employees on health, dental, vision, consolidated benefits, flex elect, life insurance, long-term disability, etc., to ensure rights and privileges and personnel procedures are in compliance with applicable departmental, state and/or federal laws, rules, regulations, policies and/or guidelines.
21	Provide information to employees on deferred compensation, voluntary personal leave program, alternate work schedules, FMLA, etc., to ensure rights and privileges and personnel procedures are in compliance with applicable departmental, state and/or federal laws, rules, regulations, policies and/or guidelines.
22	Participates as a team member on personnel/payroll related projects, committees, etc. to provide technical information utilizing various resources (e.g. knowledge, policies, procedures, laws, rules, Bargaining Unit Contracts, regulations, etc.) as needed.
23	Prepare and respond to employment verifications using data from State Controller Office (SCO) payroll and employment history databases to ensure compliance with the Information Practices Act (IPA).
24	Correct employment history and/or payroll discrepancies by preparing appropriate documents and inputting information into the State Controller's Office (SCO) database or submitting the documentation to SCO or prior department(s) if necessary.
25	Calculate Fair Labor Standards Act (FLSA) overtime rate, special pays, shift differential, holiday pay, or various leave usages to accurately compensate employees, using various reference manuals, worksheets, and the FLSA on a monthly basis.

26	Calculate salary advances to issue correct pay for appropriate pay period using timesheets, State Controller's Office (SCO) pay calculator, salary advance form, etc., as needed in accordance with applicable departmental, state and/or federal laws, rules, regulations, policies and/or guidelines.
27	Authorize release of warrants and salary advance revolving fund checks to ensure proper pay in accordance with applicable departmental, state and/or federal laws, rules, regulations, policies and/or guidelines.
28	Clear salary advances by completing necessary documentation to receive payment in a timely manner in accordance with applicable departmental, state and/or federal laws, rules, regulations, policies and/or guidelines.
29	Process necessary adjustments to employee pay using timesheets, Time and Attendance Sheet (Std. 672), Exceptions to Payroll (Std. 666), Dock Notice (Std. 603), Salary Adjustment (Std 674), State Controller's Office (SCO) decentralized calendar, California Leave Accounting System (CLAS), etc., on a monthly basis in accordance with applicable departmental, state and/or federal laws, rules, regulations, policies and/or guidelines.
30	Performs 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.
31	Prepare and submit Merit Salary Adjustments and Special Ingrade Salary Adjustments for intermittent employees in accordance with applicable departmental, state and/or federal laws, rules, regulations, policies and/or guidelines.
32	Track and verify Merit Salary Adjustments and Special Ingrade Salary Adjustments were appropriately applied in accordance with applicable departmental, state and/or federal laws, rules, regulations, policies and/or guidelines.
33	Track, prepare and process range change documentation for all eligible employees in accordance with applicable departmental, state and/or federal laws, rules, regulations, policies and/or guidelines.
34	Process, track, and/or collect 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.

35	Process, track, and/or distribute 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.
36	Verify and process intermittent payroll to ensure compliance with and in accordance with applicable departmental, state and/or federal laws, rules, regulations, policies and/or guidelines.
37	Verify the State Controller's Office View Direct reports for personnel and payroll purposes to maintain accurate employee records in accordance with applicable departmental, state and/or federal laws, rules, regulations, policies and/or guidelines.
38	Appropriately handle difficult or sensitive situations in the workplace, in a professional and tactful manner, with a goal of avoiding further escalation by utilizing effective interpersonal skills, training, etc. on a daily basis.
39	Independently interpret and use reference material to ensure work products are in compliance with applicable departmental, state and/or federal laws, rules, regulations, policies and/or guidelines.
40	Interact with staff, management, public and other state agencies in a professional and cooperative manner to provide excellent customer service using communication, interpersonal skills and appropriate reference materials on an ongoing basis.
41	Maintain confidentiality related to employee's personnel and payroll information in compliance with the Information Practices Act (IPA) to ensure safety and security of confidential documents using ethical behavior, State Controller's Office (SCO) decentralized security agreement, departmental confidentiality agreements, departmental computer policies, etc. as required.
42	Prioritize and organize personnel workload to ensure time frames are met using State Controller's Office (SCO) calendar, organization, communication skills and tickler files, etc., on an ongoing basis.
43	Think logically, multitask, apply laws, rules, regulations, and bargaining contract provisions concerning personnel transactions.
44	Interpret and apply various laws, rules, regulations, policies, procedures, bargaining unit contracts, etc. (e.g. State, Federal, department, control agencies, etc.) pertaining to a variety of personnel/payroll matters (e.g., appointments, separations, time keeping, certification, benefits) to ensure consistency, compliance and conformity under the direction of the control agencies.

45	Coordinate and retain all payroll and personnel documents for the purpose of providing accountability for historical data based on State Administrative Manual (SAM), retention schedules, etc., on an ongoing basis.
46	Maintain Official Personnel Files (OPF) to ensure accurate employee records using retention schedules, disclosure log, and the Information Practices Act (IPA), on an ongoing basis.
47	Keep current on laws, policy, and bargaining unit agreements (MOU) changes in order to accurately maintain employee history, pay and benefits.
48	Research personnel problems to maintain the integrity and accuracy of personnel records utilizing various resources (e.g., State Controller's Office (SCO), Personnel Information Exchange (PIE), Payroll Procedures Manual (PPM), pay letters, etc., under the direction of control agencies.
49	Research personnel problems to provide recommendations/alternative solutions utilizing various resources (e.g. policies, procedures, laws, rules, regulations, bargaining unit contracts (MOU), State Controller's Office (SCO) database, etc.) as needed.
50	Review various control agency letters, memos, and bargaining contract provisions to develop/revise internal procedures as necessary.
51	Attend various training in order to enhance knowledge of job related functions and/or meet departmental, state and/or federal mandated requirements as needed or required.
52	Prepare and/or input personnel and payroll documents for appointment, separation, and miscellaneous changes into State Controller's Office (SCO) database to update employment history and generate pay utilizing various personnel manuals and documents on an ongoing basis.
53	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.
54	Review turn around PAR and NOPA to ensure accuracy.
55	Update and process documents related to Personnel Action Request transactions (e.g. roster card, STD form 672, time and attendance reports).
56	Operate a computer keyboard/terminal to complete assignments.

57	Review State Controller's Office (SCO) View Direct screen daily to verify and release pay as appropriate.
58	Perform mathematical computations using basic math (e.g., addition, subtraction, multiplication, division, percentages) to complete assignments.