STATE BOARD OF EQUALIZATION
DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION		WORKING TITLE	
Personnel Specialist		**Same**	
UNIT/DISTRICT/LOCATION		POSITION NUMBER	
Human Resources Division – Personnel Transactions		**290-331-1303-xxx**	
SEERA DESIGNATION	BARGAINING UNIT	WORK WEEK GROUP	CERTIFICATES REQUIRED
Rank and File	**01**	**2**	**None**
FIGNER PRINTS REQUIRED		SUPERVISION EXERCISED	
☐ Yes ☒ No		**None**	

Job Requirements

Knowledge of:

- Modern office methods and procedures, supplies and equipment such as computer terminals and calculators.
- Laws, rules, regulations and bargaining contract provisions affecting personnel record keeping, personnel transactions, payroll and certification processes used in state departments.
- Departmental administrative policies and procedures
- Principles, practices and trends of public and business administration, accounting principles and procedures
- Personal Computer Software Excel, Access, PowerPoint, Microsoft Word and Microsoft Outlook

Ability to:

- Apply laws, rules, regulations and bargaining contract provisions concerning personnel transactions
- Independently interpret and use reference material to analyze data and draw logical conclusions
- Give and follow oral and written directions
- Gather data, design and prepare complete and concise tables, charts and reports
- Advise employees of their rights, and supervisor of alternative actions which they may take regarding various transactions situations
- Maintain confidentiality of information and records
- Create and maintain positive working relationships
- Manage multiple and/or changing priorities in a heavy work load situation, follow through, and ensure deadlines are met
- Use a typewriter, personal computer, photocopy machine, fax machine and other office equipment
- Communicate effectively (both orally and in writing) and interact professionally with all levels of management, staff and the public
- Use tact and good judgment in dealing with the public and other employees
- Maintain accurate personnel records
- Maintain confidentiality
- Work in a high rise building

Desirable Qualifications

- A demonstrated interest in assuming increasing responsibility

Statement of Position

Under the supervision of the Personnel Supervisor I, the Personnel Specialist (PS) is responsible for processing appointments, separations, payroll, benefits for BOE employees. In the performance of these duties, the PS must independently use good judgment, interpret and apply the appropriate laws, rules, regulations, labor agreements, and personnel policies. The PS must be able to communicate effectively both verbally and in writing with all levels of staff and a variety of control agencies. **Candidates must be able to perform the following essential functions with or without reasonable accommodation**

PERCENTAGE OF TIME SPENT	DUTIES
	Essential Job Functions
40%	Acts as the technical information source for management, employees and attendance coordinators by researching a variety of manuals and sources; train attendance coordinators; resolve employee issues regarding pay and/or benefits in accordance with Bargaining Unit Contracts, the Office of the State Controller (SCO), CalPERS, Department of Personnel Administration and the State Personnel Board. Prepare various letters and memoranda to control agencies, employees and attendance coordinators; handle sensitive and confidential information and documents.
40%	Reconcile and certify monthly payroll using the State Controller's Master Payroll Certification (MPC) Input system, which includes dock pay, overtime and special pay; initiate and establish salary advances, garnishments, and accounts receivable; use the State Controller's Personnel Information Management System (PIMS) to update employment history of employees such as appointments, separations, retirements, or miscellaneous changes; establish and change employee benefits and effective dates in accordance with the Public Employees Retirement System (PERS) and the Department of Personnel Administration (DPA) regulations; maintain the California Leave Accounting System (CLAS) by researching, correcting and updating employee leave usage and earnings via monthly audit of GA-634 forms; and, administer and calculate Non-Industrial Disability (NDI), Enhanced Non-Industrial Disability (ENDI), Family Medical Leave Act (FMLA) and Catastrophic Leave Benefits (CLB) for eligible employees.
10%	Maintain, audit and certify on-line employment certification lists in accordance with State Personnel Board (SPB), Laws and Rules while complying with guidelines for SROA and surplus hiring; and authorize final approval of management's commitment to hire to ensure the legality of all BOE hires.
	Marginal Job Functions
10%	Prepare various monthly reports for management, control agencies and staff, such as: Retroactivity Report, Salary Advance Report, Accounts Receivable Report, Salary Advance Offset Report and the Year-end fiscal closing report.

***Essential Job Functions – This job function is essential in the performance of a Personnel Specialist.**

I have read this duty statement and fully understand my assigned duties.

EMPLOYEE'S SIGNATURE	DATE

I have reviewed these duties with the above named employee.

SUPERVISOR'S SIGNATURE	DATE