

STATE BOARD OF EQUALIZATION DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION Senior Personnel Specialist		WORKING TITLE	
UNIT/DISTRICT/LOCATION Human Resources Division-Personnel Transactions		POSITION NUMBER 290-331-1317-XXX	
SEERA DESIGNATION R	BARGAINING UNIT 01	WORK WEEK GROUP 2	CERTIFICATES REQUIRED None
FINGERPRINTS REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		SUPERVISION EXERCISED N/A	

Job Requirements

Knowledge of:

- Modern office methods and procedures, supplies and equipment such as personal computers, printers and calculators.
- Laws, rules, regulations and bargaining contract provisions affecting personnel record keeping, personnel transactions, payroll, position control and certification processes used in state departments.
- Civil service transactions and payroll processing and procedures.
- Departmental administrative policies and procedures.
- Personal computer software such as Excel, Access, Microsoft Word and Microsoft Outlook.

Ability to:

- Establish and maintain cooperative-working relations with those contacted during the course of the work.
- Demonstrate a positive attitude and a commitment to provide customers with accurate, timely and consistent and complete assistance in all areas of responsibility.
- 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.
- Maintain confidentiality of information and records
- Manage multiple and/or changing priorities in a heavy work load situation, follow through, and ensure deadlines are met
- Advise employees of their rights and supervisors of alternative actions that they may take regarding various transaction situations.
- 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 others.
- Analyze work processes, evaluate suggestions, develop, and recommend effective courses of action.
- Gather data, design and prepare complete and concise tables, charts and reports.
- Effectively develop and maintain specialized training programs.
- Effectively deal with sensitive and difficult situations.
- Work under pressure, work independently, meet stringent deadlines, and adjust to changing priorities.
- Effectively represent the BOE on intra/interdepartmental teams.
- Effectively operate a computer.
- Maintain good attendance.
- Work in a high rise building.

Desirable Qualifications:

- A demonstrated interest in assuming increasing responsibility.

Position Number 290-331-1317-XXX

Statement of Position

Under the general supervision of the Staff Services Manager I, in the Employee Services Branch within the Human Resources Division, the Senior Personnel Specialist (Sr. PS) serves as the expert staff resource for the Personnel Transactions Section. Candidate must be able to perform the essential job functions (*) with or without reasonable accommodation.

Duties include, but are not limited to:

PERCENTAGE OF TIME SPENT	DUTIES
40%*	<p>As the subject matter expert the incumbent will respond to written and verbal requests from the Board of Equalization (BOE) employees regarding retirement questions. Meet with BOE employees to answer benefit questions and assist in the steps required to complete the retirement process. Act as a liaison between BOE employees and CalPERS in an effort to assist BOE employees regarding retirement benefits for Service and Disability retirement types.</p> <p>As the subject matter expert and staff resource, incumbent will utilize detailed technical knowledge independence and responsibility as well as CalPERS contacts to provide quality customer service. Provide meaningful information and education to internal customers on a timely basis.</p>
25%*	<p>Prepares various letters and memoranda to control agencies, employees; handles the most sensitive and confidential information and documents regarding Board Member personnel and payroll issues.</p> <p>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 CalPERS, CalHR 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 in the Board Member Offices.</p> <p>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 hires.</p>
20%*	<p>Develops and administers training programs for BOE Attendance Coordinators. Works directly with management regarding AC training need. Independently design and develop a database on eBOE for Attendance Coordinators. Create spreadsheet and other tracking to document, training needs of PS and AC. Enroll in and keep track of Personnel Specialist training.</p>
15%	<p>Acts as technical information source for management by researching a variety of manuals and sources; resolve employee issues regarding pay and/or benefits in accordance with Bargaining Unit Contacts, the Office of the State Controllers (SCO), CalPERS and the California Department of Human Resources (CalHR). Participate and attend planned training classes pertaining to all Personnel procedures and rules and communicate changes and new protocols' to the appropriate supervisory staff.</p>

***Essential job functions – This job function is essential in the performance of a Senior 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
