



JOB OPPORTUNITY
NOW HIRING

Senior Personnel Specialist

Permanent—Full Time

Position Number 339-100-1317-900

Willing to downgrade to a Personnel Specialist for recruitment purposes

SALARY RANGE:

SENIOR PERSONNEL SPECIALIST
\$3,824-\$4,788

PERSONNEL SPECIALIST
Range L: \$2,720-\$3,405
Range M: \$3,129-\$3,920
Range N: \$3,239-\$4,056
Range O: \$3,498-\$4,380

NOTE: These classifications are eligible for a \$2,400 annual recruitment and retention pay differential.

(Duties and level of supervision will be commensurate with the level of appointment).

DUTIES: Under the general direction of the Human Resources Manager, the Senior Personnel Specialist is responsible for the full range of the most difficult, complex, and sensitive personnel transactions assignments. The incumbent has contact with a wide variety of office staff in addition to close contact with the Department of Human Resources (CalHR), State Controller’s Office (SCO), the State Personnel Board (SPB), and California Public Employee Retirement System (CalPERS) staff, personnel staff of other State departments, and with potential employees. The incumbent is expected to have extensive knowledge of and ability to apply relevant laws, rules, policies, and procedures. Specific duties include, but are not limited to, the following:

Payroll Services (40%)

- Administer, review, analyze, and process all personnel/payroll transactions in accordance with civil service laws, rules, policies, and procedures for a roster of approximately 175 excluded employees. Initiate and complete transactions for Non-Industrial Disability Insurance (NDI), Industrial Disability Leave (IDL), Temporary Disability (TD), and workers’ compensation payments; process Personnel Action Reports (PAR); Employee Action Requests (EAR); Merit Salary Adjustments (MSA); Special In-grade Salary Adjustments (SISA); alternate range changes; professional competency bonuses, and award payments. Compute and request salary advances; process judgments against wages; request and release supplemental payments; coordinate with the accounting desk for salary advances, and accounts receivable activities; and balance and certify the monthly master payroll.

Benefits (30%)

- Serve as the benefit officer for the office which includes the processing of all benefits offered by the State of California for excluded employees, determining benefit eligibility, setting up and informing staff of all open enrollment periods, acting as liaison with the control agencies regarding benefit issues, and noticing employees on Family Medical Leave Act (FMLA)/California Family Rights Act (CFRA) rights.
- Provide consultation to staff on a wide variety personnel/payroll issues, retirement benefit issues, overtime and travel status issues, NDI, FMLA/CFRA issues, etc. Provide timely notification to employees of FMLA/CFRA and NDI rights; calculate approved NDI pay and supplementation of leave credits; monitor and record qualifying pay periods, probation, and MSA’s and update employment history accordingly. Track, collect, and maintain files of annual independence and Fair and Political Practices Commission (FPPC) forms; provide summary reports for deputies and send appropriate forms to the FPPC.

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Human Resources Support (15%)

- Research critical personnel problems and recommends alternative solutions; prepare management reports, spreadsheets, and charts; update the office intranet site with new employee information; complete outside employment verifications for current and former staff; verify state service and exempt service; coordinate official personnel file (OPF) reviews; conduct employment verifications; and maintain emergency information binder.
- Verify official transcript information for all new employees; compile new employee information packets; prepare and conduct new employee orientation; verify employee eligibility to work legally in the United States; respond to employee questions regarding benefits, leave, pay, office policies; sheppard the completion of employment, personnel, and payroll documents for all new employees; update the Performance Development Life Cycle (PDLC) with new employee information.
- Coordinate and participate in the check-out of separating employees such as notifying other support staff of separation date; calculating and determining lump sum payments and/or final pay ensuring compliance with labor code sections 201 and 202 regarding timely pay upon separation; preparing and tracking required COBRA notifications; preparing transfer documents or separation documents; close out and maintenance of OPF.

Timesheet Reconciliation (15%)

- Analyze timesheets for consistency with office policies; certify attendance; reconcile timesheets; overtime calculations; resolve discrepancies; post accruals on and update the California Leave Accounting System (CLAS) system; prepare leave watch report for executive office and management; review leave activity and balances report to ensure proper posting to CLAS system; coordinate with database administrator for approved changes in Primavera system.

DESIRABLE QUALIFICATIONS:

- Experience in performing personnel-related work in California state government.
- Experience with the SCO payroll and leave accounting systems.
- Working knowledge of the various State benefit programs.
- Experience maintaining confidentiality with sensitive personnel issues.
- Excellent attendance and customer service/interpersonal skills.
- Ability to communicate effectively and strong verbal / written communication skills.
- Ability to maintain a high degree of initiative and accuracy in performing tasks.
- Ability to handle multiple priorities and meet deadlines.
- Proficiency in the Microsoft Suite (Word, Excel, Outlook) programs.

TO APPLY, send or deliver a completed STD.678 to:

Location

California State Auditor
Human Resources Office
621 Capitol Mall, Suite 1200
Sacramento, California 95814

Contact

Kristina Gin
(916) 445-0255, ext. 500
kristinag@auditor.ca.gov

FINAL FILING DATE: JULY 27, 2015

All applications must be postmarked no later than the final filing date. **Applications postmarked after the final filing date will not be accepted for any reason.**

SELECTION PROCESS: Current state employees with status in Senior Personnel Specialist or Personnel Specialist classification, lateral transfers from equivalent classifications, former state employees who can reinstate into either classification, and persons who are reachable on a current employment list for either classification may apply.

All interested applicants must submit a STD. 678 (with an original signature) and indicate the basis of their eligibility on the STD. 678. Failure to provide eligibility information may result in disqualification from the hiring process. **Emailed applications will NOT be accepted.** All appointments will be made in accordance with applicable personnel laws and rules. Only those appearing most qualified will be interviewed. Additional hires may be made from this bulletin if positions become available.

Any applicant receiving a conditional job offer will be subject to fingerprinting and an inquiry to the CA Department of Justice to disclose criminal records prior to appointment. All State Auditor's Office employees are excluded from collective bargaining.

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.