



Classification: Personnel Specialist

Working Title: Personnel Specialist

Posted: 11/15/18

Permanent, Full-Time

Salary: A - \$3,016.00 - \$3,775.00

B - \$3,468.00 - \$4,346.00

C - \$3,591.00 - \$4,496.00

D - \$3,878.00 - \$4,856.00

The California Student Aid Commission (CSAC) is the principal state agency responsible for administering \$2 billion dollars in financial aid programs for students attending public and private universities, colleges, and vocational schools in California. Our Mission is to make education beyond high school financially accessible to all Californians.

We are a small, fast-paced Department conveniently located in Rancho Cordova, in a spacious office complex between Sunrise and Zinfandel. We are right off of Highway 50, just a few exits from Folsom. There are a variety of restaurants and shopping centers nearby. We have plenty of FREE PARKING!

### **Highlights of the Job**

- Research and respond to a variety of personnel situations and issues utilizing reference and resource material both internally and externally. Explain and reference State and departmental laws, rules and regulations in performing duties as needed.
- Process all types of personnel and payroll transactions, by documenting, reviewing for accuracy, and keying into the applicable control agency database. Process and key monthly attendance (HR 634) for all employees.
- Perform salary determinations for appointments, promotions, lump sum separation pay and documenting paperwork.
- Process and assist with employee benefits for health, dental, vision and all other various mandatory/voluntary deductions and benefits.
- Respond to all Commission employees by assisting with questions, inquiries, assist with completing forms, and possible options for pay and benefits, or any other personnel related matter; via excellent and prompt customer service.

### **Minimum Qualifications**

<http://www.calhr.ca.gov/state-hr-professionals/Pages/1303.aspx>.

### **Preferred Qualifications**

- Excellent written, oral communication skills and excellent computer skills.
- Ability to work independently and as a team.
- Ability to organize and prioritize workload; flexible in changing priorities.
- Utilize good judgement and maintain confidentiality of information.
- Preferably at least 2 years' experience as a Personnel Specialist.
- Basic knowledge of FMLA/WC/NDI/SDI and proficiency in salary determinations.
- Excellent attendance and customer service skills.

## Who Should Apply

This is a re-posting of a previous job announcement. Candidates who have previously applied and are still interested, must re-apply with a Statement of Qualifications (SOQ), as described below.

Applicants must have current list eligibility for appointment to this class, currently a State employee who has transfer eligibility (transfers must meet the minimum qualifications for the advertised class, per CCR Rule 25), or currently in a Personnel Specialist position. Other methods of appointments will be considered, including Training and Development (T&D) Assignments. Appointment is subject to SROA/Surplus provisions. SROA and Surplus candidates are encouraged to apply. Surplus candidates must submit a copy of their surplus status letter.

All applicants, regardless of the type of eligibility, must meet the Minimum Qualifications of the classification. To view the Minimum Qualifications, please go to <http://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx> and enter the classification code or classification title you wish to review. In addition, please attach all required supporting documents (i.e. transcripts/diploma, license, and/or required certificate) to your application.

Only the most qualified and/or those who possess the applicable HR experience will be considered for an interview.

## Statement of Qualifications

Interested candidates are required to submit a Statement of Qualifications (SOQ). The SOQ is designed to assist in reviewing your qualifications for the Personnel Specialist vacancy. Applications submitted without a completed SOQ will not receive further consideration. A résumé and/or résumé format is not considered an SOQ.

Please submit your questionnaire with no more than two pages, single spaced, size 12 Arial font. Please clearly state which document is the SOQ, by including your name and title "Statement of Qualifications" at the top, and include the heading of each answer, as follows:

*Please describe the extent of your knowledge and/or experience with payroll, attendance/recordkeeping, employee benefits and customer service.*

*Describe a time where you had to apply laws, rules or regulations for a specific situation.*

## How to Apply/Final Filing Date

Please reference **RPA #18-025, JC-134801, Position #270-734-1303-XXX, Personnel Specialist**, in the 'Job Title' section on the application, Std. 678. Please clearly state basis for eligibility on your application (i.e., SROA, Surplus, Re-employment, reinstatement, transfer, list eligibility, or Training & Development Assignment). College transcripts may need to be submitted with your application, to verify the educational requirements of the class, if applicable. Please refer to the "minimum qualifications" to determine whether transcripts may be needed. Applications **will not** be accepted by fax or email.

Electronic submission of applications and résumés, through your Cal Career account at [www.jobs.ca.gov](http://www.jobs.ca.gov), is preferred and **will be accepted through December 3, 2018**. If you need assistance with the electronic application process, please contact the Personnel Office by email at [Personnel@csac.ca.gov](mailto:Personnel@csac.ca.gov). If you are unable to submit electronically, you may submit your application and résumé by mail or in person to:

CA Student Aid Commission  
P.O. Box 3210  
Rancho Cordova, CA 95741-3210  
Attn: HR-Recruitment

CA Student Aid Commission  
11040 White Rock Rd.  
Rancho Cordova, CA 95670  
Attn: HR-Recruitment

Eligibility is determined by the completed information on your Std. 678 and/or résumés; please ensure applications and/or résumés contain completed information or your application may not be accepted.

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF AGE, ANCESTRY, COLOR, EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, DISABILITY (MENTAL AND PHYSICAL), GENDER, GENDER IDENTITY OR EXPRESSION, 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), OR SEXUAL ORIENTATION OF ANY PERSON.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG FREE WORKPLACE. 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.



# CALIFORNIA STUDENT AID COMMISSION

## DUTY STATEMENT

### I. Position Identification:

Employee Name:	Vacant
Classification:	Personnel Specialist
Working Title:	Personnel Specialist
Position Number:	270-734-1303-XXX
Location:	11040 White Rock Rd. Rancho Cordova, CA 95670
License/Other Requirement:	N/A
Date Prepared:	9/12/18
Effective Date:	TBD

### Function: (*Summary of Responsibilities*)

Under the general supervision of the Human Resources (HR) Manager and in accordance with laws, rules, policies and guidelines, the Personnel Specialist is responsible for processing personnel documents related to hiring appointments, separations, promotions, reinstatements, transfers, attendance, supplemental pay, overtime, master pay, and benefits. Duties and range placement shall commensurate with experience and eligibility, from entry level to advanced journey level.

May also assist and provide backup for the Return to Work Coordinator, by processing Workers' Compensation (WC), Family Medical Leave Act/California Family Rights Act (FMLA/CFRA), State Disability Insurance (SDI), Paid Family Leave (PFL), Non-Industrial Insurance (NDI) and any other leave entitlements. Assist with a variety of personnel assignments as needed, such as reports, or correspondence related to benefits and transactions.

### Reporting Relationships:

Reports directly to: Staff Services Manager I, Human Resources Office.

### II. Program Identification:

The California Student Aid Commission is responsible for administering financial aid programs for students attending public and private universities, colleges, and vocational schools in California. The Commission's central mission is to make education beyond high school financially accessible to all Californians.

The Human Resources Office provides information, advice, and consultation to the Commission and staff on a variety of personnel matters.

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### III. Essential and Non-Essential Job Functions:

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#### Essential Functions:

**Candidates must be able to perform the following functions with or without reasonable accommodations.**

- *Exists to perform the function*
- *Limited numbers of employees available to perform function*
- *Highly specialized function*
- *Removal of function would fundamentally alter the job*
- *Must be able to perform with or without reasonable accommodation*

45% In accordance with all laws, rules, policies, and guidelines, functions as the departmental Personnel Specialist for personnel, payroll, and benefits transactions for all employees. Process new hire appointments, transfers, reinstatements, promotions, separations, and monthly attendance, by reviewing and documenting related paperwork and keying into the State Controller's Office (SCO) systems, such as the CA Leave Accounting System (CLAS), Personnel Management Information System (PIMS), and the Payroll Input Process (PIP). Collect and ensure monthly HR-634 attendance forms are received timely, and keyed into CLAS, and coordinate/communicate with all CSAC employees regarding revisions and discrepancies. Run monthly updates and distribute leave balance statements to managers and supervisors. Calculate and process salary advances as needed, when there is a delay in pay being issued.

Assist with accounts receivables, by determining overpayment, and informing employees in writing and collecting payments. Keep apprised of monthly personnel and payroll cutoff dates to ensure applicable payroll and benefit transaction is processed and keyed. Process and key miscellaneous payments, such as: overtime, out of class, bilingual pay, and vacation/annual leave buy back, etc.

Review control agency letters, memos, and/or applicable bargaining unit contract and apply to everyday tasks and assignments, as needed. Research, review, and process salary determinations for appointments, promotions, range changes, and lump sum separations and any other miscellaneous pay; document the Request for Personnel Action (RPA) and applicable form and key. Communicate and inform budgets of any transactions involving money and provide the needed paperwork.

35% Practice and maintain confidentiality; use tact and diplomacy when resolving staff problems. Provide support for and process health, dental, vision, life insurance, Flex Elect, direct deposit, long term disability, legal, and any other miscellaneous and voluntary benefit, by reviewing, processing, and keying or submitting to control agency. Review the employee's returned benefit documents and ensure all pertinent information is documented and has been processed by SCO. Enter and update data as appropriate; research and provide necessary personnel and/or payroll information to control agencies. Inform and guide employees on various benefit program options and changes, including annual open enrollment for health, dental, vision, and other miscellaneous benefits.

Prepare and coordinate new employee hire paperwork and conduct new employee orientations. Assist Managers with new hire and exiting paperwork and onboarding new employees. Develop and maintain onboarding program. Assist with separations, including, but not limited to: Retirements, voluntary separations, dismissals, and temporary leave. Estimate, document, and process lump sum vacation payments, according to separation type, and update applicable SCO system. Communicate and meet with employees at all levels to provide advice, consultation, and information regarding retirement and

lump sum monies. Order, process, and work with employees on their 25-year state service and retirement gift.

- 15% Research personnel and payroll problems for employee and/or management. Initiate corrections and resolve issues. Reconcile benefit and payroll discrepancies and communicate with applicable control agency to ensure employee's pay and/or benefit issues are resolved. Gather data and prepare reports, spreadsheets, charts etc., as needed, including Cal OSHA reports.

Assist with and provide backup support for disability leave programs. Initiate, and explain disability FMLA/CFRA/SDI/PFL/NDI to employees and process appropriate paperwork to ensure submission and timely receipt of necessary documents. Document and process disability payment or supplementation as appropriate, certification of pay or track leave for the various programs in accordance with appropriate laws, rules, or guidelines. Assist the Return to Work Coordinator with various leaves, medical issues, and worker's compensation, if applicable.

**Non-Essential Functions:**

- *Secondary to essential functions*
- *Function is a minimal part of the job*
- *Make up remaining duties of the position*
- *Can be absorbed by another staff person*

- 5% Attend meetings and Human Resource forums as needed, and other duties as required such as assisting HR staff when needed.

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**IV. ADA Requirement:**

Alternatives will be provided for incumbents who are unable to perform the non-essential functions of the job due to a disability covered under the Americans with Disabilities Act

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**V. Physical Requirements:**

Ability to operate and utilize office machines required to perform work tasks, such as copiers, faxes, calculators, personal computer, etc. These job duties may require the incumbent to work under demanding conditions and irregular hours during peak periods. Requires sitting for long periods of time while using a personal computer or reviewing documents and working papers.

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**VI. Working Conditions:**

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Employee's work is to be performed within an office environment, and is equipped with standard or ergonomic office equipment, as needed. Attend meetings in designated conference rooms and be willing to travel to off-site meeting locations.

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**VII. Attendance:**

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Must maintain regular and acceptable attendance.

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**VIII. Signature**

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By signing this document, I acknowledge that I have read and understand all the requirements and information above and will receive a copy of this Duty Statement.

**Applicant/Employee Certification of Essential Functions:** I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Personnel Office).

**Professional Conduct:** As an employee of the CA Student Aid Commission, I shall conduct business in a professional and ethical manner by demonstrating integrity, honesty, good judgement, courtesy, and respect at all times. I shall be sensitive to, and responsible for, the efficient, economical, and legal implementation of all business operations.

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Employee Signature

Date

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Supervisor Signature

Date

\*Duties of this position are subject to change and may be revised as needed or required.