Under the general direction of the Executive Vice Chancellor, the SPS performs duties related to classification, compensation, and transactions. The incumbent performs the complex, varied and technical personnel transactions work for the agency.

**Senior Personnel Specialists receive an annual $2400.00 recruitment and retention pay differential after 12 consecutive qualifying pay periods.**

**Duties:**

- Process Request for Personnel Action and submit completed paperwork of new hires, promotion, separations, miscellaneous changes, SDI, IDL, TD Workers’ Compensation documentation to State Controller’s Office.
- Certify attendance with the State Controller’s Office.
- Submitting Docks (Form 603)
- Requesting Intermittent Employees Pay (Form 672)
- Requesting Overtime Payment (Form 673)
- Correcting Attendance (Form 674)
- Process and submit health, dental vision, and other benefit forms to the State Controller’s Office.
- Verify employment, in writing or by phone, upon request.
- Reconcile payroll warrant registers.
- Enter personnel transactions into computer.
- Request employment certification list from State Personnel Board.
- Audit State Controller’s Office position control monthly to ensure that all personnel documents are processed correctly.
- Audit attendance records for accuracy and updates Chancellor’s Office leave records.
- Develop position justification packages for the Department of Personnel Administration.
- Review, recommend and respond to requests for FMLA, catastrophic leave, and the Employee Assistance Program; Establish and maintain records according to State and Federal laws, rules and regulations.

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**California Community Colleges**

1102 Q Street
Sacramento, CA 95811

"An affirmative action employer-equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability; religious or political affiliation, age, or 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.

**Final Filing Date: 3/3/2014 or Until Filled**

**Salary:** $3,658 - $4,579 Per Month

**Job Number:** 13-022
Duties (cont.):

Independently analyze and conduct classification reviews, studies, surveys and audits, reviews requests for position allocation; makes salary determination.

Assist management with Agency reorganizations.

Prepare and submit Exempt and CEA position requests.

Review vacant positions and properly allocate according to need.

Research and establish new classifications as necessary.

Review and update all personnel related sections in the Administrative manual.

Advise employees on related personnel issues.

Advise managers and supervisors regarding the hiring process and progressive discipline issues.

Assist in analyzing and conducting classification reviews, studies, surveys, and audits; reviews requests for position allocation; makes salary determinations; assists in classification proposals for submission to the California Department of Human Resources and the State Personnel Board.

Review Training and Development and hiring above minimum authorization.

Meet all control agency cutoff dates.

Conduct salary determinations.

Demonstrates knowledge of personnel system; i.e., the process of the system and the procedures to be followed.

Researches, compiles, and prepares special and routine reports to requesting agencies.

Develops memos and justification regarding any changes in personnel practices.

Advise and train management on matters involving employer-employee benefits.

Interpret and implement labor contracts.

Assists in the recruitment and selection of employees.

Prepares disciplinary proceedings.

Review and approve requirements for Reasonable Accommodation.

Serve as EAP Coordinator in facilitating program awareness of the Agency’s Employee Assistance Program.

Desirable Qualifications:

- Ability to interpret laws, rules and bargaining unit agreements and use reference manuals and materials issued by the State Personnel Board, the California Department of Human Resources, State Controller’s Office, California Public Employees Retirement System.
- Strong leadership and interpersonal skills.
- Strong Human Resources experience.
- Strong communication skills.
- Experience with Bargaining Unit contracts.
- Knowledge of state personnel laws and rules and regulations.
- Knowledge of State Administrative Manual.
Desirable Qualifications (cont.):

- Ability to take initiative.
- Excellent writing and oral presentation skills.
- Ability to meet deadlines and to multi-task.
- The Senior Personnel Specialist position requires an individual that is responsible, who has the ability to maintain confidentiality, is tactful in dealing with employees, peers, and supervisors, and is able to work independently.
- Good rapport and attendance are essential.

Who May Apply:

Persons currently employed at the Senior Personnel Specialist (SPS) level, State employees eligible for lateral transfer, persons on the SPS eligible list, or persons eligible for reinstatement may apply. Only the most qualified may be scheduled for an interview. All appointments are subject to State Restriction of Appointment (SROA) provisions.

Contact:

Adria Sanders
(916) 323-0163
asanders@cccco.edu

Please mail a standard State Application (form Std.678) to:

California Community Colleges
Human Resources - Attn: Adria Sanders
1102 Q Street, Suite 4554
Sacramento, CA 95811-6549