



# JOB OPPORTUNITY BULLETIN

**CLASSIFICATION:** Personnel Specialist

**TENURE:** Limited Term (*9 months, maybe extended. May become permanent*)

**TIME BASE:** Full Time

**SALARY:**

A	\$2,720.00 – \$3,405.00
B	\$3,129.00 – \$3,920.00
C	\$3,239.00 – \$4,056.00
D	\$3,498.00 – \$4,380.00

**Annual Recruitment and Retention Bonus: \$2400**

**LOCATION:** Personnel Services Office

**FINAL FILING DATE:** July 21, 2017

**DUTIES/RESPONSIBILITIES:**

Under the supervision of the Staff Services Manager I, the incumbent is responsible for personnel transactions of an assigned roster of approximately 200+ employees. Duties include, but are not limited to processing of payroll and attendance of employees in several bargaining units and excluded employees, performing salary determinations, processing of benefit documents and Requests for Personnel Action (RPAs). The employee is responsible for interpreting and applying personnel related laws, rules, regulations, agency policies and procedures and Memorandum of Understanding.

**DESIRABLE EXPERIENCE/QUALIFICATIONS:**

- Experience in and knowledge of the full range of personnel/payroll transactions
- Ability to manage multiple priorities and work with frequent interruptions
- Ability to interact effectively with all levels of Commission staff and the public
- Experience working with minimal direction from supervisor
- Experience in processing payroll through The State Controller's Legacy system
- Willingness to work as a team member in a small personnel office
- Ability to research issues and resolve complaints
- Ability to accurately and independently interpret policies, procedures, laws and rules, bargaining unit contracts, and manual instructions

**WHO MAY APPLY:** Eligible candidates who are current state employees with status in the above classification or lateral transfers from an equivalent class, former state employees who can reinstate in this classification or persons who are reachable on a current employment list for this classification. Appointment is subject to the provisions of the SROA process: SROA / SURPLUS / REEMPLOYMENT candidates are encouraged to apply and must attach a copy of their status letter.

Interested applicants must submit a completed Standard State Application (Form STD. 678) with an original signature, to the contact/address listed below. Electronic applications will not be accepted. You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #208-430 and Position #535-208-1303-010 in the



**“Explanation Section” of the STD 678.** A separate application is required for each position. Applications will be screened for experience and only the most qualified will be contacted for an interview.

**NOTE: Failure to comply with the filing instructions and incomplete applications received will not be considered.**

**PLEASE NOTE:** Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application may be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list.

**INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:**

**SUBMIT APPLICATIONS TO:**

Personnel Services Office  
Attn: RPA #208-430  
1516 9<sup>th</sup> Street, MS-3  
Sacramento, CA 95814  
Phone: 916-654-4309

California Relay (Telephone) Service for  
the Deaf or Hearing-Impaired  
From hTDD Phones: 1-800-735-2929  
From Voice Phones: 1-800-735-2922

