POSITION: PERSONNEL SPECIALIST/will consider ASSOC. PERSONNEL ANALYST  
325-001-1303-001

DIVISION: ADMINISTRATION / IT DIVISION

SALARY:  
RANGE A: $3799 - $4754  
RANGE B: $4366 - $5474  
RANGE C: $4532 - $5663  
RANGE D: $4886 - $6116

FINAL FILING DATE: JUNE 13, 2024

Duties and Responsibilities:

Process and release payroll for FPPC roster. Calculate and complete requests for payments; review all payments and disperse accordingly. Process all documents and transactions for appointments, separations, and miscellaneous employment/payroll changes into the State Controller’s Office database, ensuring all control agency deadlines are met. Processes State Disability and Nonindustrial Disability Insurance claims. Apply civil service laws, rules, and regulations when completing all transactions. Acts as a liaison of the new California State Payroll System (CSPS) Project.

Certify attendance; process all attendance and timekeeping. Audit, reconcile, and key attendance into the State Controller’s California Leave Accounting System (CLAS). Respond to timekeeping questions; resolve payroll problems, including regular pay, dock time, overtime, and holiday credit. Apply civil service laws, rules, and departmental policies in all areas of timekeeping and be familiar with the Fair Labor Standards Act for the time reporting process. Understand and stay updated on the Memorandum of Understanding changes as they apply to each job classification and work week group. Function as FMLA coordinator, Worker’s Compensation coordinator, and Catastrophic Leave coordinator.

Administer, review, analyze, and assemble all pay in accordance with civil service laws, rules, policies, and procedures; establish and collect accounts receivables; notify employees timely to establish repayment plans; ensure accounts receivables are cleared and resolved promptly; collect from separated employees.

Compute and request salary advances, overtime payments, and supplemental payments. Verify state service and exempt service. Compute lump sum payments for all separations and deferred compensation for retirement transactions. Research and respond to basic retirement questions and separation payroll-related questions.

Advise employees on benefits eligibility and process benefits documents, including processing health enrollment forms through CalPERS.

Who May Apply:  FPPC individuals who have list eligibility for appointment to the above class.

How to Apply:  If you wish to be considered for this position, please apply at: https://calcareers.ca.gov/CalHrPublic/Jobs/JobPosting.aspx?JobControlId=434514 or forward a State application (Std. 678) and résumé to:

Fair Political Practices Commission  
Personnel Office  
1102 Q Street, Suite 3050  
Sacramento, CA  95811

Contact:  Pennie Conroy, (279) 237-5943  
5/30/2024

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.