



August 10, 2012

JOB OPPORTUNITY

If you are seeking a challenging position, we have the ideal job for you.

CLASSIFICATION: Personnel Specialist

TENURE/TIME BASE: PERMANENT FULL TIME

BUREAU: Administrative Services/Human Resource Services Office

MONTHLY SALARY: \$2602 - \$4067 (salary will be adjusted accordingly to comply with the Personal Leave Program 2012)

SUMMARY: Under the general supervision of the Human Resources Manager, the incumbent has responsibility for a designated portion of the personnel/payroll transactions and serves as a primary contact and resource to the California State Library (CSL) staff.

DUTIES:

- Prepares and processes personnel, payroll, and employee benefit transactions for CSL staff.
- Audits, certifies and maintains employee time sheets/leave balances. Resolves time reporting/leave discrepancies.
- Advises employees and consults with supervisors, managers regarding personnel/payroll issues and alternative solutions.
- Maintains employee personnel files, and employment and payroll records.
- Updates manuals on a flow basis.
- Prepares correspondence and instructions to employees regarding personnel matters.
- Works on teams developing personnel policies and procedures to be used in a training environment for both timekeepers and supervisors
- Attends training to keep skills and knowledge current on an as needed basis.

KNOWLEDGE AND ABILITIES:

- Modern office methods and procedures, supplies and equipment such as computer terminals and program calculators.
- Knowledge of laws, rules, regulations and bargaining union contract language pertaining to personnel payroll and certification processes.
- Independently interpret and use reference materials.
- Good research skills.
- Read and follow oral and written instructions.
- Evaluate situations accurately and take effective action.

INTERPERSONAL SKILLS

- Write and speak effectively.
- Read and follow oral and written instructions.
- Ability to communicate orally.
- Use tact and judgment in dealing with the public/employees.
- Ability to maintain confidentiality.

WORK ENVIRONMENT AND PHYSICAL ABILITIES REQUIRED TO PERFORM DUTIES:

WORK ENVIRONMENT

- Contact with public library employees, supervisors, managers, other state employees, control agencies and public.

PHYSICAL ABILITIES

- Ability to operate a keyboard/terminal
- Ability to communicate orally.

APPLICATION PROCESS:

Individuals who are eligible for a list appointment, transfer or reinstatement to this class should send an application to the California State Library, Human Resources Services, P.O. Box 942837, Sacramento, CA 94237-0001. Current Personnel Specialists and Attendance Clerks are encouraged to apply. Applications may also be delivered in person to the application drop box located at: Library & Courts Building II, 900 N Street, Sacramento. **All applicants must clearly indicate the basis for their eligibility in "Examination(s) or Job Title(s) for which you are applying" on the standard application form (STD 678). Applications will be accepted until filled. ALL APPOINTMENTS ARE SUBJECT TO STATE RESTRICTIONS OF APPOINTMENTS (SROA) PROVISIONS. SURPLUS EMPLOYEES ARE ENCOURAGED TO APPLY. Applications will be screened and only the most qualified candidates will be interviewed.**

EQUAL OPPORTUNITY EMPLOYER