

CALIFORNIA HORSE RACING BOARD

JOB OPPORTUNITY FOR

SENIOR PERSONNEL SPECIALIST or PERSONNEL SPECIALIST

Visit our Website at www.chrb.ca.gov



LOCATION: Sacramento
TENURE/TIMEBASE: Permanent/Full Time

FILE BY: Until Filled
SALARY:
Senior Personnel Specialist - \$3,658 - \$4,446
Personnel Specialist, Range A-D - \$2,602 - \$4,189

HOW TO APPLY:

In order to be considered for this position, please submit a Standard Application (Std. Form 678) to:

ATTN: WENDY MATSUDA
California Horse Racing Board
1010 Hurley Way, Suite 300
Sacramento, CA 95825

Make sure you enter **JOB OPPORTUNITY – Senior Personnel Specialist or Personnel Specialist** in the title box of the Standard State Application, Form 678.

POSITION DESCRIPTION:

Under the supervision of the Staff Service Manager I, the Senior Personnel Specialist/Personnel Specialist performs a variety of complex personnel and payroll functions in a one-person office. These functions require full knowledge of and the ability to apply all phases of personnel, payroll, disability, benefits, leave accounting, and laws, rules, regulations and procedures for all personnel and payroll transactions for the California Horse Racing Board, consisting of 52 employees and 7 Board Members. As necessary, the incumbent will also assist with special projects.

REQUIRED EXPERIENCE:

- Strong work ethics, including excellent attendance, loyalty, and dependability
- Ability to maintain confidentiality with sensitive personnel issues and required confidentiality of personnel information.
- Ability to maintain cooperative working relationships
- Ability to communicate effectively and strong verbal/written communication skills
- Ability to maintain a high degree of initiative and accuracy in performing tasks
- Strong organizational and research skills
- Ability to handle multiple priorities and meet deadlines
- Commitment to core values of accountability, service, professionalism, innovation, integrity, communication
- Ability to work 8:00 a.m. to 5:00 p.m.

DESIRABLE QUALIFICATIONS:

- Ability to work independently
- Ability to work with strict timelines
- Recruitment and Certification skills
- Experience processing Schedule 8's
- Conflict of Interest/Ethics
- Experience with disability and FMLA/CFRA

ADDITIONAL INFORMATION:

It is the policy of the CHRB that no person may be hired as an employee if that person has been convicted of a felony, or any gambling-related offense, therefore, all employees are subject to a background check.

You are eligible to apply if you are currently in the above named classifications; have reinstatement eligibility; are in a classification comparable and transferable; on a current eligible list and reachable in the above named classifications; on the State Restriction of Appointment (SROA) list for the same or a comparable classification; or a surplus employee in the same or comparable classification.

Questions regarding the duties of the position may be directed to Wendy Matsuda, (916) 263-6049.

CALIFORNIA STATE GOVERNMENT*AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER 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.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.
The California Horse Racing Board utilizes the California Relay Service. The numbers available for use are
1-800-735-2929 (TT.TDD) and 1-800-735-2922 (VOICE).

CALIFORNIA HORSE RACING BOARD

SENIOR PERSONNEL SPECIALIST/PERSONNEL SPECIALIST

DUTY STATEMENT

Under the supervision of the Staff Services Manager I, the incumbent is responsible for but not limited to maintaining the official personnel files; processing personnel/payroll transactions; updating and maintaining proper filing of employee benefits programs, time and attendance, miscellaneous employee inquiries and/or needed actions; and coordinating and maintaining workers compensation cases for the California Horse Racing Board (CHRB). The incumbent is the contact person for transaction questions and workers compensation questions by staff.

% of Time Duties

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| 70% | Serve as transactions expert and apply State laws and control agency rules and regulations in all payroll related transactions; position control; track leave balances; process payroll and miscellaneous pay (differential pay, IDL, NDI, SDI, monthly pay); assist employees with salaries, benefits, appointment information, basic retirement information and requirements; resolve personnel issues; handle sensitive and confidential information and documents on a daily basis; and assist with complex and difficult cases. |
| 20% | Maintain accurate filing systems for personnel folders, maintain monthly reports for probations, IDP's, overtime reports, attendance records, payroll records, disability files, provide new employee orientation; and other personnel related reports/projects, which may include but not limited to, assisting with the annual schedule 8; coordinator for the annual Conflict of Interest Statements; Wellness Coordinator; and Americans with Disabilities Act Coordinator. |
| 10% | As necessary, provide assistance and support to decentralized examination program which may include proctoring written examinations, scoring written exams, reviewing applications for minimum qualifications, entering data to on-line exam control system to prepare for exams, score results and request reports. Assist with the recruitment process by ordering certification, displaying job and exam opportunities, and other related duties. |