

# CCC CALIFORNIA CONSERVATION CORPS



1719 24th Street, Sacramento, CA 95816

## Career Opportunity

November 24, 2015

- Do you want to make a positive, significant difference in the lives of citizens in communities throughout California?
- Do you want to directly improve the lives of citizens in the State of California through the implementation of vital environmental restoration projects?

Then the California Conservation Corps (CCC) has the job for you!

The CCC is a dynamic organization committed to developing young men and women by challenging them to complete a year of public service and conservation-related work. Employees of the CCC are leaders who inspire, educate and challenge young people to further their educational and professional goals.

If you are looking to work for a state department that demands excellence, inspires staff to do their best and protects and enhances the state's environment, we invite you to apply for a position with the California Conservation Corps, the finest youth Environmental Restoration, Education, Workforce Development program in the world.

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## PERSONNEL SPECIALIST FULL TIME / PERMANENT

### SALARY

\$2,720 - \$4,380

FINAL FILING DATE  
DECEMBER 4, 2015

POSITION LOCATION  
SACRAMENTO

RPA # 16-1121

### QUESTIONS ABOUT THE JOB

SUSAN AFTIAS  
(916) 341-3243  
OR VISIT OUR WEBSITE  
[WWW.CCC.CA.GOV](http://WWW.CCC.CA.GOV)

SEND APPLICATION TO  
CALIFORNIA CONSERVATION CORPS  
CIVIL SERVICE RECRUITMENT DESK  
1719 24<sup>TH</sup> STREET  
SACRAMENTO, CA 95816

**Duties:** Reviews, processes and inputs directly into State Controller's system. Determines eligibility, accurately processes documents; including employment verification, attendance, attendance reports and benefit forms. Audits and reconciles both monthly and hourly payroll, attendance reports and payroll notices before releasing checks. Researches and resolves suspended records and notices of errors from control agencies. Audits for correct payment of regular salaries, overtime, personal holidays and any other payment due employee. Requests salary advances and recoveries as required, to adjust payroll for proper payment.

Reviews, processes and inputs directly into the SCO System: appointments, separations, transfers, promotions, retirement and other miscellaneous transactions such as NDI, MSA, Adverse Actions, etc. Makes appropriate determinations regarding Laws and Rules, procedures established by control agencies, bargaining unit contracts. Processes documentation for CCC corpsmembers and enrollment into corpsmember benefit plan(s). May serve as back-up to the corpsmember separation desk.

Responsible for providing information and assistance to employees regarding eligibility and completion of documentation. Audits and enters leave benefits into SCO Leave Accounting System (LAS).

Responds to telephone and written inquiries from all level of staff, including employees, managers, supervisors, center clerks relating to employee personnel records, payroll problems and attendance keeping. Prepares special reports for management upon request.

**Desirable Qualifications:** Must be self-motivated, detail oriented and able to work independently and as part of a team. Must possess written and oral communication skills and basic math skills (adding, subtracting, percentages).

*The young women and men of the Corps work hard protecting and restoring California's environment and responding to disasters, becoming stronger workers, citizens and individuals through their service.*

**Who May Apply:** Applicants currently at the Personnel Specialist level, or those who have eligibility for appointment or transfer to this classification. Training and Development (T&D) assignments may be considered.

Please indicate RPA #16-1121 in the job title section of your State application.