



Personnel Specialist

Limited Term Position – 12 Months

Position may extend for 12 months and may become Permanent

We're looking for energetic, creative, and talented employees to join our dynamic organization! We are a results-driven sales and marketing organization that contributes over \$1 billion to public education every year. If you are looking for an opportunity to make a difference and you are motivated to use your knowledge and experience to build a challenging and satisfying career – look no further! The Lottery strives to create a work environment that supports the growth and development of its employees and recognizes the contribution of each individual. We also offer a variety of development opportunities for our staff, on-site security, on-site restaurants, Golden One ATM and free parking. What are you waiting for? Apply today!

Salary

\$2,720 – \$4,380

Final Filing Date

May 30, 2017

Applications postmarked after the final filing date will not be accepted.

Position Number

358-231-1303-916

Please reference the position number in the “Job Title” section on the State application.

Questions About the Job

careers@calottery.com

Position Location

Human Resources
Transactions & Payroll
700 North 10TH Street
Sacramento, CA 95811

Send Application To

California State Lottery
Attn: Human Resources (JC-64987)
P.O. Box 2630
Sacramento, CA 95812-2630

Who Should Apply

Applicants must have current list eligibility for appointment to this class, be eligible for a Training and Development Assignment or be a State employee who has transfer eligibility or is currently in this classification. Applications will be screened for eligibility and only those that best meet the requirements of the job will be considered. Appointment is subject to SROA/Surplus provisions.

Duties

Under the general direction of the Personnel Supervisor I, the Personnel Specialist independently performs the full range of transactions duties.

Responsibilities include, but are not limited to:

- Processes employee appointments and separations, certification documents and benefits
- Interprets and applies the laws, rules, MOUs and policies of control agencies (SPB, CalHR, SCO, and CalPERS) along with departmental policies for all personnel and payroll transactions
- Audits Employee Attendance Reports
- Certifies employee attendance information
- Inputs into the California Leave Accounting System
- Audits Leave Activity and Balance Reports
- Responds to employee questions and resolves issues related to personnel, payroll or benefit transactions
- Advises employees of benefit options, salary determinations and State service credit
- Compiles data for reports
- Prepares correspondence
- Monitors and updates monthly budgeted position control report and blanket position control reports

Desirable Qualifications

Applicants applying for this position will have:

- Ability to work independently
- Work flow organizational skills
- Proven written and verbal communication skills
- Analyze information and take effective action
- Good attendance
- Ability to multi-task and be flexible with changing priorities
- Use good judgment and tact when interacting with employees
- Excellent customer service skills

Equal Opportunity Employer: The State of California is an equal opportunity employer to all regardless of age, ancestry, color, disability (mental & 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.

Background Investigation: The California State Lottery Act provides that no person may be hired as an employee of the Commission if that person has been convicted of a felony or any gambling related offense. A background check will be required.