

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Personnel Supervisor I

POSITION NUMBER:

800-693-1304-910

DIVISION/BRANCH/REGION: (UNDERLINE ALL THAT APPLY)

Administration / Human Resource Services

BUREAU/SECTION/UNIT: (UNDERLINE ALL THAT APPLY)

Payroll and Benefits Section, Payroll Unit

SUPERVISOR'S NAME:

Valerie Williams

SUPERVISOR'S CLASS:

Personnel Supervisor II

SPECIAL REQUIREMENTS OF POSITION (CHECK ALL THAT APPLY):

- Designated under Conflict of Interest Code.
- Duties require participation in the DMV Pull Notice Program.
- Requires repetitive movement of heavy objects.
- Performs other duties requiring high physical demand. (Explain below)
- X None
- Other (Explain below)

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED (Check one):

- None X Supervisor Lead Person Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

Personnel Specialists

Total number of positions for which this position is responsible: Six

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

The California Department of Social Services (CDSS) employees are our most important resource in serving California's needy and vulnerable children and families. We partner with our employees, our managers and supervisors to select, hire, develop and maintain the best professional workforce in state service.

The Payroll Transactions Unit performs payroll and personnel functions for the Department including employee appointments, separations, salary determinations, leave balances and other miscellaneous transactions.

CONCEPT OF POSITION:

Under general supervision of the Personnel Supervisor II (PS II), the Personnel Supervisor I (PS I) is responsible for the training and supervision of six subordinate staff performing the full-range of personnel transaction functions and personally performing the most complex and technical tasks. The PS I provides technical expertise and high level direction in the handling of the more sensitive personnel transaction issues. The PS I must apply State laws, rules, regulations, and bargaining contract provision concerning personnel transactions; independently interpret and use reference material; give and follow directions. Ability to perform all duties of a Personnel Specialist. The PS I must exercise a high degree of initiative and accomplish transactions related issues with a high degree of autonomy.

A. RESPONSIBILITIES OF POSITION:

40% Directly supervises, trains, and provides technical assistance to staff in processing all personnel and payroll documents to promote effective performance. Including but not limited to Personnel Action Requests, salary determinations, retirements, separations, leave accruals and usage, miscellaneous transactions, and lump sum deferrals. Plans, organizes, coordinates, monitors, and reviews staff work to ensure accuracy and timely processing. Coaches, mentors, and develops staff to learn the full range of duties and build capacity. Provides direction to staff on the interpretation and application of all pertinent laws, rules, policies, and procedures relating to personnel and payroll functions.

30% Serves as the subject matter expert to provide technical expertise and resolve difficult or complex transactions. Process the more complex and critical personnel tasks with independence. Possess a broad knowledge of civil service laws policies, Memorandums of Understanding, State Personnel Board (SPB), State Controller's Office (SCO), California Department of Human Resources (CalHR), and California Public Employee Retirement System (CalPERS) regulations. Keep abreast and train staff on new laws, rules, and control agency (e.g., SPB, SCO, CalHR, CalPERS) letters, and comply and implement changes.

15% Facilitates the hiring process by screening applications, conducting interviews, evaluating, and recommending candidates for appointment. Prepare timely and accurate written performance evaluation. Provide feedback to staff. Initiate and participate in the progressive discipline process to correct and improve an employee's performance, behavior, or attendance. Assist with internal and external audits related to Transaction duties and ensures 100% compliance with any audit findings. Provides oversight and assists staff with correcting leave balance discrepancies via Service Now.

5% Reports staff time accurately for issuance of correct payroll warrants. Grants or denies employee requests for timeoff by evaluating staffing levels and workload needs. Verifies employees have sufficient leave credits available for absence requests. Reviews monthly time sheets for accurate time reporting and to ensure the appropriate checklists and other mandatory documents are attached.

5% Provides recommendations to improve and streamline transactions processes, procedures, practices, and delivery of services. Assist with implementing new policies, monitoring the effectiveness, and providing critical feedback. Conduct random desk and work audits of subordinate staff.

5% Updates unit rosters, various internal calendars, and phone lists for the Unit. Contact other agencies when necessary to obtain information to solve the more complex transaction problems. Act as a backup to other supervisory staff in their absence. Attend various forums related to payroll. Other duties as required.

B. SUPERVISION RECEIVED:

The incumbent works under general supervision from the PS II. The incumbent is expected to keep his/her supervisor informed of progress and potential issues, along with providing recommendations and solutions. The incumbent is required to exercise considerable independence, initiative and resourcefulness in carrying out the responsibilities of the position.

C. ADMINISTRATIVE RESPONSIBILITY:

Directly supervises up to six subordinate staff. Acts as the Personnel Supervisor II in his/her absence. Must maintain professional interactions.

D. PERSONAL CONTACTS:

The incumbent will have contact with all levels of Departmental staff advising them of their rights and benefits. Will have contact with the general public, federal and state agencies including but not limited to SCO, CalPERS, SPB and CalHR.

E. ACTIONS AND CONSEQUENCES:

Must exercise good judgment and sound decision making. Poor judgment/decisions can adversely affect employee's pay and benefits resulting in Federal Labor Standard Act violations. Non-compliance of laws and rules can result in employees not being paid timely, create delays in services and create formal/informal grievances. Must use appropriate safeguards at all times to protect confidential, sensitive and personal (CSP) information for all Department employees. Failure to protect CSP information could damage the Departments' reputation and result in lawsuits.

F. OTHER INFORMATION:

Must have excellent customer service skills and the ability to handle difficult or sensitive situations in a professional and tactful manner. Must respond timely, effectively and efficiently to customers, peers and/or management; must be able to prioritize and organize workload and ensure deadlines are met; must be able to work in a fast-paced environment with changing priorities; must be able to communicate effectively; must be able to make sound decisions; must have strong attention to detail; must be able to research information and develop alternatives; must be able to interact with staff, management, public and other state agencies in a professional and cooperative manner; must have effective communication and interpersonal skills; must be reliable and dependable.