

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 Branch

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

Payroll & Benefits Section / Payroll & Benefits Unit

SUPERVISOR'S NAME:

Irma Garcia-Hernandez

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 processing benefits, employee appointments, separations, salary determinations, leave balances and other miscellaneous transactions.

CONCEPT OF POSITION:

Under the direction 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 tasks. The PS I will provide technical expertise and high level direction in the handling of the more sensitive personnel transaction issues. 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% Train and supervise staff performing personnel/payroll functions by planning, organizing, directing and evaluating the work of subordinate staff. Personally performs a wide variety of difficult and complex personnel functions with independence requiring a broad knowledge of civil service laws and departmental 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.
- 35% Review and approve subordinate staff work which includes but is not limited to: Personnel Action Requests, salary determinations, retirements, separations, leave accruals and usage, miscellaneous transactions and lump sum deferrals. Advise and counsel departmental staff on the more difficult and complex matters related to personnel procedures. Conduct random desk and work audits of subordinate staff. Keep abreast of changes to laws, rules and control agency (e.g., SPB, SCO, CalHR, CalPERS) letters.
- 10% Facilitate the hiring process by screening applications, conducting interviews, evaluating and recommending candidates for appointment. Conduct training programs to provide information to ensure compliance with various laws, rules, regulations, policies and procedures.
- 10% Initiate and/or participate in the progressive discipline process to correct and improve an employee's performance, behavior or attendance. Prepare timely and accurate performance evaluation reports for employees. Review and prepare written correspondence to provide information and/or direction regarding personnel/payroll matters as needed.
- 5% Other duties as required which may include updating unit rosters, calendars and phone lists for the Payroll Transactions Unit. Act as a back-up to other supervisory staff in their absence.