

Proposed
Department of Health Care Access and Information
Duty Statement

Employee Name <Vacant>	Organization Office of Administrative Services Workforce Support Branch (Culture Office) Human Resources Services Section Transactions Unit	
Position Number 441-164-4800-001	Location Sacramento	Telework Option Hybrid workplace with a default minimum of four in-person days per work week; additional telework days may be considered based on operational needs. You must be a resident of California.
Classification Staff Services Manager I	Working Title Human Resources Supervisor	

General Description <p>The Human Resources Supervisor (HRS) is a key first-level supervisor with specialized knowledge in human resources policies and procedures. The HRS is responsible for providing comprehensive leadership to the unit's staff, ensuring efficient resource management and organization while adhering to HR best practices. This role involves driving change management initiatives to promote departmental excellence, encourage innovative solutions, and cultivate a culture of continuous improvement, digital agility, and resilience. Additionally, the HRS will collaborate with control agencies to ensure policy compliance with relevant laws and regulations. The HRS will also provide guidance on HR policies, develop training programs, proactively engage with staff, and foster a collaborative work environment. The HRS will oversee daily payroll and benefits transactions, disability and workers' compensation, and position control functions, which play a critical role in supporting HCAI's program leaders and staff.</p>	
Supervision Received	Under general supervision of the Staff Services Manager II (Supervisor), Chief, Human Resources Services.
Supervision Exercised	Directly supervises a group of Associate Governmental Program Analysts (AGPA)/Staff Services Analysts (SSA) and Personnel Specialists (PS)
Physical Demands	Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation.
Typical Working Conditions	Requires prolonged sitting, use of telephone and computer, frequent contact with employees and the public. The standard work schedule is between 8:00 a.m. to 5:00 p.m., Monday through Friday. Some travel may be required
Job Duties E = Essential, M = Marginal	
30% E	Provide comprehensive supervision to staff, ensuring efficient management and organization of resources while promoting employee well-being, professional growth, and job satisfaction. Overseeing employee performance, conduct evaluations, and address issues promptly. Direct daily operations, delegates tasks, and utilizes data-driven strategies to anticipate workforce needs and ensure alignment with departmental goals. Maintain fairness in employment practices, ensure compliance with policies and regulations, and lead initiatives for continuous improvement

Proposed

and innovation. Monitors and reviews the work of Personnel Specialists to ensure timely and accurate completion of personnel transactions, and provides guidance on applicable laws, rules, and policies. Develop training programs, offer technical assistance, and handle complex personnel transactions, ensuring Personnel Specialist gain experience across a range of areas while keeping management informed.

20%	E	Supervises the HCAI Disability and Worker's Compensation Program, including reviewing confidential medical records/reports and investigative reports, and makes recommendations to the Executive Office, State Compensation Insurance Fund, and legal staff concerning case management handling and resolution. Advises the Disability and Worker's Compensation analyst on discussions between employees, State Compensation Insurance Fund adjusters, physicians, attorneys, and other agencies. Reviews injury, lost time statistics, and cost data. Monitors the follow up to ensure implementation of the health and safety recommendations. Supervises the Employee Assistance Program (EAP) implementation and coordination. Administers all program elements and provides consultation to managers and supervisors. Prepare reports, reviews and revises policies and procedures.
20%	E	Overseeing the position control desk, ensuring compliance with laws, rules, and Control Agency guidelines. Review, edit, and approve monthly organizational charts, vacancy reports, and employee movement reports, as well as the creation and submittal of all 607 forms. Coordinates with HR and Program staff to resolve position discrepancies and provides support to Personnel Specialists and Budget teams on position actions and employee movements. Oversee the reconciliation of the monthly State Controller's Office position roster, ensuring accurate completion of 607 forms and the distribution of unit rosters. Creates and oversees the creation of reports in the Management Information Retrieval System, auditing data and reports. Oversees the department's telework program including ServiceNow form 200 and any requested information or reports related to telework.
10%	E	Prepare reports and/or analyses for management. Make recommendations to management staff regarding personnel transactions issues or complaints from employees. Audit exception reports from control agencies and ensures appropriate corrective action is taken. Provide consultation to department managers and employees regarding policy and procedures pertaining to attendance and pay.
10%	E	Assess performance of staff and prepare probationary reports and individual development plans. Identify training needs based on performance assessment. Approve/deny staff leave time and take corrective action as necessary. Ensure coverage for workload in the event of absences. Assess and distribute workload appropriately.
5%	E	Represents HCAI in State Compensation Insurance Fund settlements, compromise and releases, and administrative hearings of the Workers Compensation Appeals Board. Liaison to State Compensation Insurance Fund and legal staff in preparation for trial by identifying, preparing, and arranging for the availability of witnesses.
5%	M	Other duties as required.

Other Expectations

- Demonstrate a commitment to performing duties in a quality customer service manner.
- Encourage a culture of continuous improvement, adaptability, and resilience.
- Foster an environment where employees are motivated, engaged, and connected to HCAI's mission and values.

Proposed

- Uphold standards of fairness and equity in all employment practices, ensuring equal opportunities for all employees and job applicants, and treating everyone with respect and dignity.
- Lead initiatives that drive departmental excellence through innovative solutions and best practices, encouraging a culture of continuous improvement, adaptability, and resilience within the team.
- Demonstrate a commitment to building an inclusive work environment that promotes HCAI's diversity, equity and belonging where employees are appreciated and comfortable as their authentic selves.
- Demonstrate a commitment to maintaining a work environment free from workplace violence, discrimination, and sexual harassment.
- Demonstrate a commitment to HCAI's Mission, Vision, Goals, Values, and Guiding Principles.
- Understands and maintains a high degree of confidentiality.
- Conduct self as a role model within the organization.
- Maintain good work habits and adhere to all HCAI policies and procedures.

To Be Signed by the Employee and Immediate Supervisor

I have read and understand the duties and expectations of this position

I have discussed the duties and expectations of this position with the employee.

Employee Signature/Date

Supervisor Signature/Date