



DUTY STATEMENT

Classification: Personnel Supervisor I		Position Number: 172-1304-001
Division/Office/Section: Administration, Finance, & Information Technology Services Division		
Location: Sacramento	Effective Date: 5/18/10	
Supervisor's Name: Carla Silva	Supervision Exercised: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Collective Bargaining Identifier (CBID): S01		

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to department policies and procedures regarding attendance, leave, and conduct.

Under the general supervision of the Human Resources Manager, the position is responsible for the supervision and management of a multi-discipline transactions unit consisting of employee payroll and benefits, position control, and disability benefits. As a working supervisor, the position may personally perform the most difficult or sensitive personnel work, serve as subject matter expert, accurately interpret and apply civil service laws, rules, State guidelines, applicable MOU's, and department policy, consult with management on major related issues, and provide back-up to the Human Resources Manager as necessary.

ESSENTIAL FUNCTIONS

- 50% Supervises CalRecycle's Personnel Specialists in the Transactions Unit and Disability Benefits Program – coordinates and directs the day-to-day work activities in these programs; prioritizes the workload; ensures compliance with civil service laws, rules, and guidelines, control agencies, and employee bargaining agreements; trains and develops staff; evaluates staff's performance; and approves staff's leave requests and work schedules, certifies monthly time reports and audits the work of staff to ensure adherence to the Personnel Transactions Manual, Payroll Procedures Manual, Bargaining Unit Contracts, State Administrative Manual, and the California Code of Regulations.

- 40% Directs and supervises staff work on position control and the most difficult and sensitive payroll and benefits and disability benefits duties; performs audits of payroll and time-keeping documents; develops and proposes implementation of personnel policies and processes; disseminates information from the control agencies to all staff as necessary; directs Transaction staff on the advising of employees on sensitive and complicated payroll and benefits issues; reviews escalated requests for special transactions, unusual salary advances, corrected appointments requiring special considerations, in addition to complex workers' compensation issues; facilitates ongoing communication between the transactions staff and analytical staff; and reviews complex appointment eligibility and certification clearance problems; provides ongoing consultation to division managers and supervisors regarding payroll administration and benefits enrollment procedures; develops and maintains internal training plan modules for the personnel specialist's classification; attends meetings and roundtable discussions with other agencies and departments; liaisons with the control agencies; and serves as the CalRecycle Payroll Systems Security Officer.

- 5% Serves as a member of the Administrative and Finance Division management team – attend division management meetings; represents the division at Natural Resources Agency and Executive Staff meetings as necessary; and may serve as Branch Chief as necessary in her absence.

MARGINAL FUNCTIONS

- 5% Prepares reports and correspondence, works on special projects, and collaborates with Human Resources Division managers and staff to support major human resource initiatives.

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation:

Employee Signature:

PRINT EMPLOYEES NAME:

I certify that the above accurately represent the duties of the position:

Supervisor Signature:

PERSONNEL USE ONLY: This personnel transaction has been reviewed and approved by:

C&P Analyst:

Date Approved: