



STATE OF CALIFORNIA
DEPARTMENT OF CORRECTIONS AND REHABILITATION
DIVISION OF ADULT INSTITUTIONS

DUTY STATEMENT

Classification: Personnel Supervisor I	Position Number: 095-261-1304-003
Division/Office/Section: Business Services Division/Personnel	
Location: California State Prison, San Quentin	Supervisory Position: Yes
Collective Bargaining Identifier (CBID): S01	

POSITION DESCRIPTION

Under the general supervision of the Personnel Supervisor II (PSII), this position will be responsible for the supervision and training of Personnel Specialists and Senior Personnel Specialist assigned to the Personnel Office. This position will also perform the following duties:

ESSENTIAL FUNCTIONS

- 40%** Supervise the workload of assigned staff. This involves personnel record keeping, payroll/personnel document processing, and employee benefits. Ensure that all rules and regulations governing personnel administration are complied with. Ensure that the BIS/Telestaff programs are current at all times.
- 30%** Conduct staff meetings and training for Personnel Office staff as needed or required. Write and review informational and/or instructional memos. Audit all appointment and separation worksheets for accuracy, completion, and timeliness, before routing to the PSII.

Will assist transactions staff when needed to meet critical deadlines, i.e. overtime processing, CLAS entries, processing of accounts receivables, etc. Will assist in special projects as assigned by the PSII.

Will respond to grievance conferences as assigned.
- 15%** Complete performance and probation evaluations for assigned staff, monitor attendance and training needs.
- 10%** Maintain a tracking system of on-going assignments to ensure staff are completing their assignments in a timely manner. Provide input to the PSII as needed.
- 5%** Attend all training, meetings, and seminars as needed or required. Performs other related duties.

Knowledge and Abilities:

Knowledge of: Current office methods, procedures, equipment, and basic math principles.

Ability to: Think logically, multitask, and apply laws, rules, regulations, and bargaining contract provisions concerning personnel transactions; independently interpret and use reference material; give and follow directions; gather data; design and prepare tables, spreadsheets, and charts; advise employees of their rights; consult with supervisors on alternative actions which they may take on various transaction situations; communicate effectively; operate a computer keyboard/terminal; establish and maintain cooperative working relations with those contacted

during the course of the work; organize and prioritize work; create/draft correspondence; maintain personnel records. All of the above, and a supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Perform all of the above, and plan, organize, direct, and evaluate the work of subordinate staff; analyze work processes, evaluate suggestions, and develop and implement effective courses of action; effectively present ideas and recommendations; develop subordinate staff and assess training and developmental needs; effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

Greater emphasis is placed on supervisory and program administration skills at each higher level in this class series.

Familiarity with automated systems.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of the on-the-job time spent in physical activities:

Constantly: Involves 2/3 or more of a workday

Frequently: Involves 1/3 to 2/3 of workday

Occasionally: Involves 1/3 or less of workday

N/A: Activity or condition is not applicable

Standing: Occasionally - to utilize a photocopier, to file, shred, or confer with other staff.

Walking: Occasionally - to access printouts from the printer, obtain files or supplies, or confer with other staff.

Sitting: Constantly - to operate a computer terminal, complete paperwork, or utilize a telephone at a desk. Worker may stand and walk intermittently.

Lifting: Occasionally - to move paperwork, files, binders and office supplies weighing up to five pounds. A stack of files weighing up to 10 pounds may be very occasionally lifted.

Carrying: Occasionally - to move the above noted items short distances within the office.

Bending/Stooping: Occasionally - to access forms under a counter, or supplies or files on lower shelves or in lower drawers. Slight bending at the waist and neck may occur frequently during the day while working at a desk over paperwork.

Reaching in Front of Body: Frequently - to access a computer keyboard, answer a telephone, review files, operate a photocopier, or retrieve items from shelves or drawers.

Reaching Overhead: Occasionally - to retrieve files from the top shelves of a five-shelf vertical file.

Climbing: To utilize stairs

Balancing: To maneuver the uneven terrain in and around the institution.

Pushing/Pulling: Occasionally - to open and close drawers and binders.

Kneeling/Crouching: N/A.

Crawling: N/A

Fine Finger Dexterity: Frequently - to sort through paper, operate a computer and ten-key, and write notes.

Hand/Wrist Movement: Frequently - to operate a computer, telephone, photocopier, ten-key and other office equipment; to handle papers, files and binders; to open and close drawers and obtain supplies; and to write notes.

Driving Cars/Trucks/Forklifts or Other Moving Equipment: N/A

Hearing/Speech: Occasionally - to communicate with co-workers and by telephone.

Sight: Constantly - to access a computer, read, review and generate paperwork.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Personnel Supervisor I works in an open office area where each employee has their own desk area. Floors are carpeted/linoleum covered concrete and lighting is florescent. Temperatures are thermostatically controlled. The Personnel Supervisor I may occasionally walk outside to obtain/deliver paperwork from another office.

MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: The employee utilizes a personal computer, printer, paper shredder, photocopier and the usual office equipment.

Sexual Harassment Policy:

Sexual Harassment is illegal. All staff are required to conform to applicable laws, rules, codes, policies and procedures regarding Sexual Harassment and Equal Employment Opportunity (EEO). References are found in DOM Section 31010.
Initial: _____

Code of Conduct:

As an employee of the Division of Adult Institutions, we are expected to perform our duties at all times as follows: Demonstrate professionalism, honesty, and integrity; accept responsibility for our actions and their consequences; appreciate differences in people, their ideas and opinions; treat fellow employees, inmates and wards, families of inmates and wards, parolees, and the public with dignity and fairness; respect the rights of others and treat others fairly regardless of race, color, national origin, ancestry, gender, religion, marital status, age, disability, medical condition, pregnancy, sexual orientation, veteran status, or political affiliation; comply with all applicable laws and regulations; report misconduct or any unethical or illegal activity and cooperate fully with any investigation.

Initial: _____

Incompatible Activities:

Per California Code of Regulations, Title 15, Section 3413, Incompatible Activities, subsections (a) (1), (3), (6) and (b), employees are not to engage in activities for profit using State facilities, materials or time.

Initial: _____

Nepotism/Fraternization Policy:

Staff shall not use their personal relationships to aid or hinder others in the employment setting. Employees shall immediately notify the hiring authority or their respective supervisor when working arrangements and/or assignments are in conflict with the nepotism/fraternization policy. Additional information is found in DOM 33010.25

Initial: _____

COMMENTS: The Personnel Department office hours are 0600 – 1700 and the hours will vary among the three (3) Personnel Supervisor I's to ensure coverage at all times. Information for this job description was obtained by reviewing the California State Personnel Board Specification and through observation of duties as they are currently performed.

SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i>		
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE