

# CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

## POSITION DUTY STATEMENT

☒ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Sierra Conservation Center		POSITION NUMBER (Agency-Unit-Class-Serial) 099-261-1304-VAR		MCR / HCR 1
DIVISION / UNIT  Business Services/Personnel		CLASSIFICATION TITLE Personnel Supervisor I		
		WORKING TITLE Personnel Supervisor I		
		TIME BASE / TENURE PFT	CBID S01	WWG 2
LOCATION Jamestown, California		INCUMBENT		EFFECTIVE DATE 02/01/2023
<b>CDCR'S MISSION and VISION</b>				
<p><b>Mission</b> We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.</p> <p><b>Vision</b> We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p>				
<b>COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION</b>				
The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.				
<b>DIVISION OVERVIEW</b>				
<p>The primary mission of the Sierra Conservation Center (SCC) is to provide housing, programs and services for minimum and medium custody inmates, to aid in their rehabilitation. SCC is responsible for the training and placement of male inmates in the Conservation Camp Program. SCC administers 31 male camps located throughout the State of California.</p> <p>The Personnel Department receives, processes, and maintains staff personnel, payroll, and benefit related documents and concerns. Personnel provides ethical, honest, and knowledgeable application of all laws, rules, policy and procedure as they pertain to our staff; prioritizing timeliness, accuracy and exceptional customer service.</p>				
<b>GENERAL STATEMENT</b>				
Under the general supervision of the Personnel Supervisor II, the Personnel Supervisor I is responsible to supervise and provide technical assistance to Personnel Specialists, performing personnel and payroll duties engaged in maintaining an active roster of full-time, part-time, and intermittent positions. The Personnel Supervisor I will review all transactions processed in the unit and assist the Personnel Supervisor II and Staff Services Manager I with the more complex duties applying to departmental policies.				
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.			
40%	Supervise, train and evaluate the personnel/payroll transactions staff. Ensure all Personnel Specialists have access to appropriate programs, manuals, and work related web sites. Resolve various supervisory and subordinate related issues. Provide training and ensure staff adherence to departmental policies and procedures and that outside control agency guidelines are met regarding personnel/payroll transactions. Provide direction in resolving complex personnel or payroll transactions issues. Assess subordinate staff in personnel and payroll transactions development and training needs. Communicate with the State Controller's Office (SCO) in regards to training needs of Personnel staff when requested and enroll staff in available classes. Prepare probationary reports and annual evaluations for Personnel Specialists.			
25%	Provide guidance to Personnel Specialists in the application of State Personnel Board and Department of Personnel Administration laws, rules and regulations, Bargaining Unit Memorandum of Understandings and State Controller's guidelines. Function as an expert resource and interpret laws, rules and regulations applicable to personnel and payroll transactions and employee benefits. Research and resolve highly complex personnel			

25%	transactions problems. Provide verbal and/or written response to management, staff and control agency inquiries. Formulate and advise employees, supervisors and subordinates of alternative actions which may be taken to resolve various transactions issues. Maintain a cooperative working relationship with those contacted, act as liaison between control agencies, California Department of Corrections headquarters personnel and institution staff.	
5%	Review, analyze and make recommendations regarding new employee benefit programs, policy and procedural changes. Upon approval, direct and assist staff in the implementation of revised policy and procedures. Develop, write and revise internal procedures for the Personnel Office.	
5%	Conduct In-Service Training for management and staff relative to employee services, benefits, new procedures and personnel policies. Participate in the hiring process by conducting interviews, evaluating and recommending candidates for appointments.	
5%	Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time, and submit timesheets by the due date.	
<b>SPECIAL REQUIREMENTS</b>		
<ul style="list-style-type: none"><li>CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison inmates, visitors, nonemployees and employees shall be made aware of this.</li></ul>		
<b>CONSEQUENCE OF ERROR</b>		
<ul style="list-style-type: none"><li>Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and time line goals, and varying degrees of negative financial impacts to the department.</li></ul>		
<b>To be reviewed and signed by the supervisor and employee:</b>		
<b>EMPLOYEE'S STATEMENT:</b>		
<ul style="list-style-type: none"><li><i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.</i></li></ul>		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
<b>SUPERVISOR'S STATEMENT:</b>		
<ul style="list-style-type: none"><li><i>I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION</i></li><li><i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.</i></li></ul>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE