

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California Institution for Men		POSITION NUMBER (Agency-Unit-Class-Serial) 080-261-1304-XXX		MCR / HCR 1 / D
DIVISION / UNIT  Personnel	CLASSIFICATION TITLE Personnel Supervisor I			
	WORKING TITLE Personnel Supervisor I			
	TIME BASE / TENURE	CBID S01	WWG 2	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
LOCATION Personnel Office		INCUMBENT		EFFECTIVE DATE
<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>				
Personnel certifies and processes payroll transactions, benefits, hiring and recruitment and coordinates the institution's position control processes as well as develops, recommends, and implements policy and procedure for management.				
<b>GENERAL STATEMENT</b>				
Under the general supervision of the Personnel Supervisor II, and the indirect supervision of the Staff Services Manager I (IPO), the incumbent is responsible for the supervision, training, organizing, auditing and evaluating of the workload of Personnel Specialists' in the preparation, processing and submission of documents related to personnel and payroll transactions. Ensures compliance with control and regulatory agencies. Reviews and disseminates state laws, rules and regulation changes relative to personnel transactions in the area of personnel record keeping, payroll and personnel documents. Evaluates, suggests and develops and implements course of action and coordinates and gathers data for various reports.				
<b>% of time performing duties</b>	<b>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.</b>			
35%	Supervises and oversees staff in daily personnel transactions and support activities. Plans, organizes, directs, and evaluates personnel workload and staff performance to ensure correct and timely processing of personnel/payroll and CalPERS documents. Functions as an expert resource and staff specialist in the most difficult and complex areas of transactions, including researching laws, rules, and regulations, and provide training, as needed. Develops and writes procedures to be followed by transaction staff. Conducts audit and review to ensure Business Information System (BIS) is accurately, maintained and kept up-to-date by Specialists. Verifies the accuracy of information input in the BIS Time & Shift Program.			
25%	Conducts semi-annual audit of the Leave Accounting System and Personnel Office Staff 998-A's, ensuring accurate deduction of leave usage and maintenance of the Leave Accounting process. Track Salary Advances, Accounts Receivables, and Uncleared Collections. Oversee and ensure Specialists clear/collect outstanding items, utilizing the Aging Report and BIS. Utilizing various SCO/BIS/MIRS Reports; monitor and oversee processing of personnel/payroll discrepancies and errors, provide direction to appropriate Specialists and follow-up to ensure items are resolved/cleared. Monitors computer security access and maintenance.			

20%	Provides weekly/monthly staff meetings and training sessions to all Specialists. Ensure staff attends mandatory In-Service Training (IST) and ensure On the Job Training (OJT) is documented on the CDC-844. Continuous training shall include but not limited to, decentralized personnel and payroll documentation and; salary determination; employee benefits and services; new employee orientation; personnel policies and requirements and time and attendance record keeping procedures.
15%	Prepare periodic performance appraisals and provide positive feedback and/or take corrective action, as needed. Conducts desk audits of Personnel Specialists on a quarterly and rotating basis. Maintain supervisory files on assigned staff. Prepares and gathers data for reports requested by supervisors, various control agencies and central office. Serves as liaison between staff and employees in disputes and questions regarding personnel transactions. Is responsible for the security of personnel files as well as confidentiality of employee information.
5%	May be required to attend training/meetings throughout the State. Attends mandatory IST and OJT training as required. Process the most complex personnel/payroll transactions, back pay awards and interest calculations. Ensures rosters are evenly distributed by conducting a quarterly roster audit. Recommend redistribution of rosters, as well as rotation of rosters, and in the absence of staff, ensure coverage/backup is provided. May also be responsible for Family Medical Leave Act (FMLA), EDD benefits. May act as back up to the Personnel Supervisor II. Performs other duties as assigned.

**SPECIAL REQUIREMENTS**

- 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.

**CONSEQUENCE OF ERROR**

- 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.
- Errors or omissions may have consequences which extend beyond the work performed to effect other units or public. The impact of error may place moderate sums of money in jeopardy. Work is not reviewed regularly, but may be audited on occasion.

**To be reviewed and signed by the supervisor and employee:**

**EMPLOYEE'S STATEMENT:**

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
-------------------------	----------------------	------

**SUPERVISOR'S STATEMENT:**

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
---------------------------	------------------------	------