

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM <b>KERN VALLEY STATE PRISON</b>		POSITION NUMBER (Agency-Unit-Class-Serial) <b>915-261-1304-201</b>		MCR / HCR <b>1/D</b>
DIVISION / UNIT  Division of Adult Institutions California Department of Corrections & Rehabilitation Kern Valley State Prison/Business Services/Personnel		CLASSIFICATION TITLE <b>Personnel Supervisor I</b>		
		WORKING TITLE <b>Personnel Supervisor I</b>		
		TIME BASE / TENURE <b>LT/FT</b>	CBID <b>S01</b>	WWG <b>2</b>
LOCATION <b>KERN VALLEY STATE PRISON, DELANO</b>		INCUMBENT		EFFECTIVE DATE

**CDCR'S MISSION and VISION**

**Mission**

We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.

**Vision**

We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

**COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION**

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.

**DIVISION OVERVIEW**

The mission of the High Security institutions is to provide safe and secure housing for the most violent and dangerous males, while providing opportunities for them to successfully transition to lower levels of custody by accepting personal responsibility for their actions through behavior-based multi-level programming, and providing opportunities for rehabilitation through participation in work, vocational and academic programs, substance abuse treatment and self-help programs.

Incumbents in these classes are distinguished from other classes by being regularly required to apply State laws and departmental and control agency rules and regulations, and bargaining unit provisions pertaining to a variety of personnel transactions in the areas of personnel record keeping, certification, payroll, and personnel documents processing and related personnel transactions functions. The predominant duties of this classification require a thorough and detailed knowledge of appropriate laws, rules, regulations, and contract language pertaining to personnel transactions.

**GENERAL STATEMENT**

Under general supervision of the Personnel Services Supervisor II, the Personnel Supervisor I is responsible for the transactions program. Supervises a group (5.0) of Personnel Specialists in processing personnel transactions. Audits subordinate staff technical transactions, ensuring compliance with control agencies laws and rules. Reviews and disseminates rules and regulation changes relative to personnel transactions to subordinate staff. Coordinates gathering of data for various reports. Handles confidential information on a regular basis. Provide training and technical assistance to staff. Must be familiar with the Connect HR, State of California Privacy Act, Peace Officer's Bill of Rights, SCO Decentralized Rules, D.O.M., Title 15, and the P.O.M.

% 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.
35%	Supervises staff in daily personnel transactional and support activities. Plan, organize, and direct personnel workload to ensure timely processing. Assists as a staff and resource specialist regarding the transactions program including the laws, rules, regulations, and resources regarding it. Complete and review the most difficult and complex personnel transactions. Liaison with staff and employees/public in disputes and questions regarding personnel transactions. Ensures privacy act rules are understood and proper procedures are followed.
25%	Provide continuous and complex training to staff of technical materials, requiring constant revisions and continuous updates, including but not limited to, decentralized personnel and payroll documentation and computer operations, employee benefits and services, new employee orientation, personnel policies and requirements and time and attendance record keeping procedures. Understand BIS/SAP procedures and provide training. Track retroactivity and monitor staff for Aging Report updates monthly.

25%	Functions as an expert resource person in the processing of the more complex transactions involving Non-Industrial Disability Insurance, payroll, other personnel related documentation, and salary calculations and lump sum deferrals, etc. Prepares documentation that affects employee roster, including but not limited to, Employee Status Log for monthly meeting, various payroll forms related to periodic report position control (i.e. reconciliation of the periodic position control report). Attend In-Service Training as required. Attend Pitchess Motions as Custodian of Record when needed.
10%	Plan, organize, direct, and evaluate the work and performance of staff. This includes but is not limited to the following: Comply with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including, but not limited to: hiring, employee development, and management. Recruit, hire, train, develop, and provide leadership to a diverse staff. Monitor, evaluate, and create written performance appraisals of staff. Counsel staff and initiate disciplinary actions as necessary. Identify appropriate long-range plans and goals to address succession planning and knowledge transfer.
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.

**Duties and Essential responsibilities assigned to the position.**

**Knowledge and Abilities**

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

**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.

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.

**Additional Desirable Qualifications:** Familiarity with automated systems.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to perform successfully 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 - stands while utilizing the photocopier, talking with an employee at the personnel counter, or briefly talking with other employees.

**Walking:** Occasionally - walks to a printer, an employee's desk, a communal computer terminal, the personnel counter, or various offices to deliver documentation or provide supervision.

**Sitting:** Constantly - works in a seated position and has a computer terminal at a desk from which he/she will be gathering information. There is flexibility for movement on a frequent basis to break sitting with standing and walking.

**Lifting:** Occasionally - lifts paperwork, files, and binders weighing up to five pounds. Rarely, overhead lifting of approximately ten pounds of archive files will be necessary. Rarely, office supplies weighing 10 to 25 pounds will be lifted and moved from one place to another.

**Carrying:** Occasionally - carries the above-noted files and supplies for short distances within the office area.

**Bending/Stooping:** Occasionally - bends or stoops when accessing forms under a counter, or supplies or files on a lower shelf or from a lower drawer. Slight bending at the waist and neck occurs on a frequent basis throughout the day such as needed to bend over the desk to use the calculator, to perform paperwork duties, or file documents.

**Reach in Front of Body:** Frequently - reaches forward to access a computer terminal, a 10 key or telephone. Also reaches when operating a photocopier and pulling files.

**Reaching Overhead:** Occasionally - reaches overhead to reach the top shelves of a five-shelf vertical file.

**Climbing:** Occasionally - Climbs when using the step stool to reach files or forms and steps throughout the institution during performance of regular work responsibilities.

**Balancing:** Occasionally - Balances when using the step stool.

**Pushing/Pulling:** Occasionally - may push and/or pull on desk drawers, binders, and individual files.

**Kneeling/Crawling:** Occasionally - may kneel when accessing information from a bottom drawer or shelf.

**Crouching:** Occasionally - (See Kneeling/Crawling above)

**Fine Finger Dexterity:** Frequently - utilizes fine-finger dexterity when sorting through paper, inputting information to the computer, operating a 10 key, or utilizing a typewriter to fill out forms.

**Hand/Wrist Movement:** Frequently to Constantly - utilize hands and wrists when sorting papers, looking through files, answering telephones, and photocopying, entering and retrieving data from the computer, filling out forms on a typewriter, or making handwritten notes.

**Hearing/Speech:** Useful for handling telephone inquiries and conversing with coworkers and employees.

**Sight:** Useful for perusing files and accessing computer terminals.

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

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:** Computers, printer, fax machines, photocopier, shredder, telephone, and usual office supplies.

**COMMENTS:** Information for this document was obtained by reviewing the State Personnel Board specification for this classification and by observing the duties as they are currently performed.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters when performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The OT (T) works indoors in a thermostatically controlled environment. The floors for performance of all duties are linoleum.

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:** Computers, printer, scanner, fax machines, photocopier, shredder, telephone, and usual office supplies.

**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.

**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