DUTY STATEMENT

Employee Name:  

Position Number:  
580-120-1314-004

Classification:  
Personnel Supervisor II

Tenure/Time Base:  
Permanent/Full-Time

Working Title:  
Human Resources Supervisor II

Work Location:  
1615 Capitol Avenue, Sacramento, CA 95814

Collective Bargaining Unit:  
S01

Position Eligible for Telework (Yes/No):  
Yes

Center/Office/Division:  
Human Resources Division

Branch/Section/Unit:  
Employee Relations and Resource Branch/Payroll, Benefit, and Disability Management Section/Payroll and Benefit Services Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) 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 departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department’s mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the California Department of Human Resources' Job Descriptions webpage.

Job Summary

This position supports CDPH’s mission and strategic plan by performing a variety of personnel and payroll functions for CDPH employees pertaining to appointments, separations, benefits, payroll, and leave accounting.

The Personnel Supervisor (PS) II, through subordinate supervisors, is responsible for planning, organizing, monitoring, and directing the activities of the unit. The PS II exercises a high degree of initiative and accomplishes transaction related issues with a high degree of autonomy and provides technical expertise and high-level direction in the handling of the more complex and sensitive personnel transaction issues.
The incumbent works under the general direction of the Staff Services Manager I of the Payroll and Benefit Services Unit (PBSU).

**Special Requirements**

- [ ] Conflict of Interest (COI)
- [ ] Background Check and/or Fingerprinting Clearance
- [ ] Medical Clearance
- [ ] Travel:
- [ ] Bilingual: Pass a State written and/or verbal proficiency exam in
- [ ] License/Certification:
- [ ] Other:

**Essential Functions (including percentage of time)**

40% Provides supervision, guidance, evaluation, and training to a team of Senior Personnel Specialists and Personnel Specialists. Monitors the workflow of the unit to ensure all documents, pay, and benefits are processed timely and accurately in accordance with Departmental and control agency [e.g., State Controller’s Office, the California Department of Human Resource (CalHR), and State Personnel Board (SPB)] requirements. Responsible for the day-to-day operations of the unit. Ensures that all staff are proactive and committed to providing exceptional quality customer service for the Department and its customers. Evaluates employee performance and takes corrective and disciplinary action as necessary. Audits exception reports from control agencies and ensures appropriate action is taken.

30% Serves as a subject matter expert providing technical expertise to Departmental staff on the more difficult and complex matters related to payroll and benefit processing including, but not limited to, employee appointments, separations, leave accruals and usage, salary determinations, miscellaneous pay calculations, and benefit issues. Oversees training for PBSU staff to ensure compliance with control agency procedures, policies, rules, laws, and regulations.

10% Reviews all correspondence from control agencies for modifications to existing policies and procedures. Makes recommendations to management by drafting proposals on necessary updates to Departmental policies and procedures to maintain compliance. Ensures subordinate staff are fully briefed on rules and regulation changes relative to personnel, transactions, and the impact on procedures.

10% Works with the Accounting Office staff to resolve various issues pertaining to payroll, wage garnishments, salary advances, and accounts receivables.

**Marginal Functions (including percentage of time)**

10% Recruits, interviews, and selects candidates for appointment. Complies with Equal Employment Opportunity requirements. Attends/completes all training mandated for supervisory personnel by Departmental and control agency policies. Performs other job-related duties as required.
I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

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<tr>
<th>Supervisor’s Name:</th>
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<td>Supervisor’s Signature</td>
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**HRD Use Only:**
Approved By: Alyssa Ballesteros-Aguil Date 11/15/2022

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)