

**Employee Name:**

**DUTY STATEMENT  
DEPARTMENT OF STATE HOSPITALS - NAPA**

<b>JOB CLASSIFICATION: PERSONNEL SUPERVISOR I</b>
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**1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES**

This is the first supervisory level in the series and the incumbents are responsible for one or more personnel transactions programs. Under general supervision the Personnel Supervisor I provides supervision to a staff of Personnel Specialists performing personnel/payroll transactions functions.

35%               Trains, counsels, and supervises subordinates, maintaining schedules and workflow. Maintains workflow among various Personnel Specialists by distributing and covering work during absences, while maintaining a roster. Serves as back up to the Personnel Supervisor II, which includes providing information for new or ongoing Personnel procedures such as auditing Personnel Action Requests (PARs) and salary determinations.

35%               Serves as resource person to supervisors, Program Directors, and Department Heads regarding control agency rules and regulations. Assists the Personnel Supervisor II in implementing new procedures and programs. Provides monthly Health and Safety meetings for the Personnel Office, completes and mails meeting minutes to the necessary departments.

15%               Prepares Management reports and responses to audits from Department of State Hospitals – Sacramento and/or other State agencies. Attends hospital meetings. Arranges hospital-wide training whenever needed or applicable.

15%               Contributes to building a positive team spirit; balances team and individual responsibilities. Promotes and maintains positive working relationships with hospital administrators and staff.

0%               **SITE SPECIFIC DUTIES**  
NONE

0%               **TECHNICAL PROFICIENCY**  
NONE

**2. SUPERVISION RECEIVED**

The Personnel Supervisor I is under the general supervision of the Personnel Supervisor II.

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### **3. SUPERVISION EXERCISED**

The Personnel Supervisor I provides general supervision to Personnel Specialists who perform personnel/payroll transactions functions.

### **4. 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, 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.

### **5. REQUIRED COMPETENCIES**

#### **SAFETY**

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards, including infection control.

#### **CULTURAL AWARENESS**

Demonstrates awareness to multicultural issues in the workplace, which enable the employee to work effectively.

#### **SITE SPECIFIC COMPETENCIES**

#### **TECHNICAL PROFICIENCY (SITE SPECIFIC)**

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### 6. LICENSE OR CERTIFICATION – NOT APPLICABLE

### 7. **TRAINING** - Training Category = D

The employee is required to keep current with the completion of all required training.

### 8. **WORKING CONDITIONS**

#### **EMPLOYEE IS REQUIRED TO:**

- report to work on time and follow procedures for reporting absences;
- maintain a professional appearance;
- appropriately maintain cooperative, professional, and effective interactions with employees, patients, and the public; and,
- Comply with hospital policies and procedures.

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job duties.

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Employee Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Reviewing Supervisor  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date