

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Supervisor II

POSITION NUMBER:

800-691-4801-006

DIVISION/BRANCH/REGION: (UNDERLINE ALL THAT APPLY)

ADMIN/HRSB

BUREAU/SECTION/UNIT: (UNDERLINE ALL THAT APPLY)

Personnel/Classification and Pay

SUPERVISOR'S NAME:

Carolyn Rendón

SUPERVISOR'S CLASS:

Manager II

SPECIAL REQUIREMENTS OF POSITION (CHECK ALL THAT APPLY):

- ☐ Designated under Conflict of Interest Code.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Performs other duties requiring high physical demand. (Explain below)
- ☐ None
- ☐ Other (Explain below)

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED (Check one):

- ☐ None ☒ Supervisor ☐ Lead Person ☐ Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

1 - Staff Services Manager I (Specialist)

2 - Supervisor Is

Total number of positions for which this position is responsible: 3

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

The California Department of Social Services (CDSS) employees are our most important resource in serving California's needy and vulnerable children and families. We partner with our employees, our managers, and supervisors to select, hire, develop, and maintain the best professional workforce in state service. The Classification and Pay Section (C&P) provides assistance and consultation to divisions, branches, and unit management on organization and classification matters, reviews position action requests for recommendation, and determine classification allocation.

CONCEPT OF POSITION:

Under the general direction of the Personnel Officer (Manager II), this position directs and supervises a department-wide Classification and Pay (C&P) program. The incumbent directly supervises one (1) SSM I (Specialist) and two (2) Supervisor Is and provides indirect supervision to eight (8) professional analytical staff. The Supervisor II provides leadership and collaborative oversight for two (2) of the four (4) C&P units, ensuring consistent, compliant application of classification and pay policies, procedures, and delegated authority requirements. Responsibilities include providing advanced-level management consultation; directing Classification and Pay training through the HR University; reviewing and approving delegated authority actions related to the STD 625 process; coordinating and leading departmental responses to compliance audits; and developing and maintaining a high-performing Classification and Pay team.

A. RESPONSIBILITIES OF POSITION:

- 40% Directs and coordinates the work of two (2) Manager I positions and one (1) SSM I (Specialist) within Classification and Pay (C&P) Units I and II. Collaborate as a member of the C&P management team, including working jointly with another C&P Supervisor II to direct and oversee the department's C&P function. Responsibilities include oversight and direct handling of the most sensitive merit-based recruitment and selection advisement; review of contested appointment eligibility determinations; ensuring best practices in classification allocation analysis; and directing staff on complex project work (e.g., exceptional allocations, desk audits, classification specification analyses, and special pay projects). Reviews and approves staff recommendations and responses related to delegated authority actions, including exceptional allocations and Hire Above Minimum determinations, as well as responses to State Personnel Board audit requests, Out-of-Class grievances, and Merit Issue complaints. Directs and oversees audits and reviews, including preparation of written reports of findings and corrective action recommendations. Ensures high-quality C&P customer service and operational efficiency, including intranet communications and automation initiatives, and ensures staff and processes comply with applicable information security requirements.
- 30% Consults with and advises Department executive management on classification and pay, hiring practices, and workforce strategies. Provides management consultation on staffing and organizational efficiency, addressing reorganization requests with innovation and strategic problem-solving. Identifies and implements strategies to address hiring challenges. Leads regular, proactive program liaison roundtables to efficiently and collaboratively address emerging issues. Independently reviews and determines outcomes for high-level, sensitive staff work, including complex allocation and reorganization requests. Advises management at all organizational levels on the full range of personnel-related laws, rules, policies, and procedures.
- 20% Develops and implements annual goals and objectives for the Classification and Pay (C&P) program; measures and evaluates outputs and outcomes to improve efficiency and effectiveness. Analyzes data to identify and implement process improvements and operational efficiencies. Provides strategic planning for the C&P program, including operational objectives, performance metrics, and innovative approaches to streamlining processes. Assigns and oversees special projects; provides training and timely, constructive performance feedback. Recruits and selects staff; fosters an environment that supports staff development; approves or denies leave; and recommends or initiates disciplinary actions as necessary. Serves as a contributing member of the Personnel Bureau and Human Resource Services Branch management team; conducts and participates in staff meetings; and performs other related supervisory duties as assigned.
- 5% Represents the Department in meetings and communications with other departmental personnel offices, the State Personnel Board (SPB), and the California Department of Human Resources (CalHR) on personnel-related matters. Develops and maintains effective working relationships with CalHR and SPB staff to ensure clear and timely communication on sensitive delegation, allocation, and compliance issues. Participates in departmental task forces. Works collaboratively with the Classification and Pay (C&P) co-manager, Examinations Manager, and the CEA/Exempt Program and Process Improvement Manager on CEA/Exempt appointments and process improvement initiatives.

MARGINAL

- 5% Participates in the monthly Classification Supervisors Forum and assists the Personnel Officer in job-related special projects, automation projects and urgent HR drills as needed.

B. SUPERVISION RECEIVED:

The Supervisor II receives direction from and reports to the Department's Personnel Officer (Manager II).

C. ADMINISTRATIVE RESPONSIBILITY:

The Supervisor II is responsible for providing high-level problem-solving support to the Human Resource Services Branch and departmental management staff on personnel issues. The Supervisor II may be asked to act as the Personnel Officer in the absence of the Manager II.

D. PERSONAL CONTACTS:

The incumbent will have regular contact with departmental supervisory and managerial staff, as well as staff of other departments and control agency staff.

E. ACTIONS AND CONSEQUENCES:

Flexibility, good judgment, and communication are essential. Incumbent will routinely make decisions and/or recommendations on issues that will affect the Human Resource Services Branch of the Department and the ability of management to achieve its desired objectives.

F. OTHER INFORMATION:

Excellent interpersonal relationship and communication skills are essential as well as the ability to build consensus and facilitate teamwork. The position requires the ability to act independently, creatively, and use excellent judgment and decision-making abilities. Some travel may be required.