CalRecycle
State of California
California Environmental Protection Agency
CalRecycle 109A

DUTY STATEMENT

☐CURRENT ☒PROPOSED

RPA Number: RPA	Classification Title: Supervisor I	Position Number: 835-339-4800-001
Incumbent Name: Vacant	Working Title: N/A	Effective Date: TDB
Tenure: P	Time Base: FT	Intermittent Hours Per Month: N/A
Division/Office: ASD/HR	Section/Unit: HR 2/PMU	Reporting Location: Sacramento, CA
Supervisor's Name: Jeff Marshall	Supervisor's Classification: Supervisor II	CBID: S01
Confidential Designation: ☐YES ☒NO	Designated Position for Conflict of Interest: ☒YES ☐NO	Position Telework Eligible: ☒YES ☐NO
Supervision Exercised: ☐None ☐Lead ☐Managerial ☒Supervisory		

Human Resources Use Only:
HR Analyst Approval: **Date:**

General Statement

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) 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 department policies and procedures regarding attendance, leave, and conduct.

Position Description

As a leader in State government, the incumbent is responsible for developing and inspiring their subordinate staff to deliver great results to the Department of Resources, Recycling, and Recovery (CalRecycle) as well as Californians. The incumbent is expected to set a clear vision to achieve productive results by developing plans to meet goals, leveraging staff skills, and solving problems; fostering an inclusive environment, coaching, guiding, training, instructing, and developing team members; creating an open and transparent environment for the exchange of information and ideas; and empowering staff through a sense of shared ownership and decision-making. Under the general direction of the Supervisor II, the Supervisor I works through subordinate staff to process the most varied and complex technical, analytical, and consultative tasks associated with developing and

administering proactive and complex department-wide policies and procedures. The Supervisor I works through subordinate staff to support CalRecycle management on all performance management issues. The incumbent will foster collaborative working relationships with departmental management and staff, state entities, colleges and universities, military branches, and other stakeholders.

DUE TO THE CONFIDENTIAL NATURE OF HUMAN RESOURCES (HR) WORK, THE SUPERVISOR I IS EXPECTED TO HAVE A HIGH LEVEL OF CONFIDENTIALITY. NO INFORMATION IS ALLOWED TO BE SHARED OUTSIDE OF HUMAN RESOURCES WITHOUT THE APPROVAL OF MANAGEMENT.

Essential Functions (Including percentage of time):

35% **Supervisory Functions:** Supervises, trains, evaluates, and assists subordinate Performance Management and Liaison (PMU) staff, which requires working in-office; assigns and evaluates workload and special projects to staff and reviews the completed product for accuracy and adequacy; develops the analytical and decision-making skills of subordinate staff through discussion and critique, which requires working in-office.

Utilizes effective communication strategies and performance management techniques in providing staff feedback, which requires working in-office; counsels staff as needed, which requires working in-office. Completes performance evaluations and probationary reports timely and honestly. Monitors, analyzes, and evaluates the quality and effectiveness of PMU. Identifies problem areas, develops strategies to resolve problems, and implements solutions. Presents to all levels of management regarding performance management and policy issues, which requires working in-office.

25% **Consultation and Support**: Directly and through subordinate staff, provides advice, guidance, and recommendations to department managers and supervisors on complex and sensitive preventive and corrective disciplinary issues related to employee work performance, attendance, and misconduct, which requires working in-office. Advises and assists in the preparation and drafting of unit expectations memoranda, counseling, corrective and attendance memoranda, performance evaluations, probationary reports, letters of warning, and notices of adverse actions. Ensures performance-related plans of action are in conformance with departmental policies and procedures, labor contracts, the State of California's progressive discipline processes of the State Personnel Board (SPB) and the California Department of Human Resources (CalHR).

Consults with Attorneys, the Labor Relations Officer, the Equal Employment Office, Health and Safety, the Workplace Violence coordinators, and others to provide interpretation, counsel, and advice regarding issues as they relate to discipline, which requires working in-office. Attend hearings, mediations, and meetings regarding all discipline-related issues and act as CalRecycle's representative to SPB, CalHR, and all other entities.

Directly and through subordinate staff, provides advice, guidance, and support to Administrative, Fiscal, and Information Technology Services Division (AFITS) managers and supervisors, acting as a liaison to facilitate Human Resources, Fiscal, and Contracts/Procurement activities.

25% **Policies and Procedures:** Directly and through subordinate staff, develops the most complex departmental HR policies, processes, and procedures. Ensure policies, processes, and procedures are updated to reflect all laws and rules regarding performance management and liaison matters and interpret laws and rules to ensure CalRecycle's policies and procedures are compliant. The incumbents work collaboratively with other Boards, Divisions, and Offices within the California Environmental Protection Agency (CalEPA) to ensure that HR policies and procedures are consistent.

10% **Backup:** Act as a backup for other HR managers in their absence.

Marginal Functions (Including percentage of time):

05% Special projects as necessary, which may require working in-office.

Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for extended periods. Ability to lift 15 pounds, bend, and reach above shoulders to retrieve files and/or documents.

Typical Working Conditions:

The incumbent works in a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office or cubicle in a smoke-free environment. The work schedule is Monday through Friday. Working outside of normal working hours, including evening and weekend work, may be necessary due to operational need. Travel may be required locally and within the state.

Special Requirements of Position (Check all that apply):

- ☐ Duties performed may require pre-employment and/ or routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Performs other duties requiring high physical demand. (Explain below)
- ☐ Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
- ☐ Other (Explain below)

Explanation:

Supervisor Statement

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name	Supervisor Signature	Date

Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

**A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Do you need a reasonable accommodation to perform the essential functions of this position?

☐**YES** ☐**NO**

Employee Name	Employee Signature	Date