



- Current
- Proposed

Civil Service Classification: Supervisor I
Working Title: Classification and Employee Relations Supervisor
Division Branch Name: Administrative Services, Human Resources Branch
Incumbent: Vacant
Position Number: 797-650-4800-002
Effective Date:
Conflict of Interest (COI): Yes
FLSA Status: Exempt
CBID: S01
Tenure: Permanent
Time Base: Full-Time

You are a valued member of the department's team. All CDA employees are expected to work collaboratively with internal and external stakeholders to enable the department to provide the highest level of service possible. Your efforts to treat others fairly, honestly, and with respect are important to everyone who works with you. We value diversity at CDA and we strive to achieve equity and inclusion in the workplace for all employees. We believe that a diverse workforce and inclusive workplace culture enhances the performance of our organization and the quality of representation that we provide to a diverse client base.

Primary Domain(s): N/A

DESCRIPTION:

Under the general direction of the Supervisor II (Assistant Human Resources Chief), the incumbent serves as a working-level supervisor responsible for directing, planning, organizing, and managing a team of Classification and Pay (C&P) analysts within the Human Resources Branch. The incumbent oversees a wide range of complex C&P functions and provides expert consultative services to CDA supervisors and managers on merit-based hiring, position management, and employee performance matters. The incumbent ensures the delivery of high-quality, customer-focused service by reviewing and approving analytical work products, guiding staff on policy interpretation, and identifying opportunities to streamline processes. The role includes responsibility for ensuring that all recommendations, decisions, and personnel actions comply with applicable laws, rules, and regulations, as well as policies and procedures established by the California Department of Human Resources (CalHR), the State Personnel Board (SPB), and the California Department of Aging (CDA).

The incumbent is accountable for maintaining operational effectiveness, promoting innovative and practical solutions to meet program needs, and supporting the professional development and performance of assigned staff.

ESSENTIAL JOB FUNCTIONS:

35% Oversee staff responsible for providing consultation and technical assistance to department managers, staff, and members of the public on a variety of C&P and Selection functions and issues by applying and interpreting civil service laws and rules. Conduct classification studies and desk audits and propose corrective action plans. Review and approve staff's work, ensuring proper allocation of positions, and candidate's eligibility for hire. Research and prepare comprehensive analyses of complex and sensitive personnel issues; provide guidance to managers and supervisors on sensitive hiring issues, out-of-class assignments, departmental reorganization, and other C&P issues. Review and respond to appeals from SPB timely, by researching merit issue complaints, or withhold appeals, and drafting memos for manager approval. Day and/or overnight travel to attend trainings, forums, or conduct desk audits.

Consult with Budgets and Position Control on Requests for Personnel Action's to ensure funding and position accuracy. Oversee Workforce meetings with programs to provide detailed recruitment and hiring information and develop strategic plans. Develop and maintain desk manuals, guidelines, memorandums, and other forms of written communication to assist C&P staff and customers related to the best practices, that are in alignment with the CalHR and SPB's laws, rules, regulations, and civil-service merit principles for recruitment and hiring.

25% Serves as the department's employee relations and intervention specialist by providing consultative guidance to supervisors and managers on a wide range of employee performance and conduct matters. Supports leaders in cultivating a positive and productive work environment and advises on strategies to address performance deficiencies and behavioral concerns in a timely and appropriate manner. Reviews and evaluates documentation, written analyses, and staff recommendations to ensure accuracy, completeness, and alignment with applicable laws, rules, and departmental policies. Confirms that recommended actions are appropriate and consistent with best practices in employee relations. Collaborates with CDA's legal team on cases involving progressive discipline, ensuring coordinated and legally sound responses to complex issues. Drafts and/or reviews Notice's of Adverse Actions for progressive discipline, in consultation with CDA's Office of Legal Services.

Oversees the tracking and monitoring of probationary reports and performance appraisals, providing guidance to supervisors and managers to ensure timely and effective completion. Develops and delivers training to management staff on the three steps of progressive discipline, preventive, corrective, and adverse, to strengthen leadership capability and promote consistent application of performance management practices across the department.

25% Continually develop and effectively supervise subordinate staff. Perform administrative duties that include recruiting, hiring, training, mentoring, and developing staff; completing employee evaluations such as probationary reports and performance appraisals timely; assessments and

training plans; planning and organizing workload and staff resources; supporting management in implementing changes; provide timely feedback; analyzing situations and problems and take appropriate course of action; manage quality control and service level objectives. Conduct regular staff and 1:1 meetings to keep team apprised of priorities and to ensure succession. Attend monthly human resources forums and relay updates to subordinate staff and upper management. Attend all required training and forums and disseminate information to management. Collaborate with the Outreach analyst on recruitment difficulties and provide a variety of reports to leadership.

10% Perform as an Administrator for the Exam and Cert Online System (ECOS), approving and deleting users. Ensures all appropriate approvals and accesses are approved and removed upon employee separation. Provides training on ECOS functions and maintains reporting of users on a regular basis. Collaborates with control agencies on ECOS issues, training, and certification list issues. Oversees the job posting and application release process, ensuring redacting of confidential information occurs. Oversee the responses to the various HRB mailboxes and assist with responding to inquiries from employees, or potential candidates.

MARGINAL JOB FUNCTIONS:

5% Performs other job-related duties as assigned, including special projects and reports.

TRAVEL: Up to 10% travel required for this position.

TYPICAL WORKING CONDITIONS:

The physical work location of the position is designated at the department's headquarters location, a three-story building and standard office modular workspace located in Natomas. The duties of the position require sitting for long periods of time while using a personal computer, reviewing documents, and attending meetings whether they are digital (i.e., Zoom, WebEx, MS Teams, etc.) or in person.

EQUAL EMPLOYMENT OPPORTUNITY:

The California Department of Aging is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is the policy of CDA to provide equal employment opportunity to all employees and applicants; those employees have the right to work in an environment free from discrimination; those consumers have the right to receive services free from discrimination in compliance with local, state, and federal laws.

To be reviewed and signed by the supervisor and employee:

SUPERVISOR'S STATEMENT:

- I have discussed the duties and responsibilities of the position with the employee.
- I have signed and received a copy of the duty statement.

Supervisor's Signature and Date

Supervisor's Name and Title

EMPLOYEE'S STATEMENT:

- I have discussed the duties and responsibilities of the position with my supervisor.
- I have signed and received a copy of the duty statement.
- I am able to perform the essential functions listed with or without reasonable accommodation (if you believe reasonable accommodation is necessary, discuss your concerns with your supervisor. If unsure of a need for reasonable accommodation, inform your supervisor who will discuss your concerns with Human Resources.)
- I understand that I may be asked to perform other duties as assigned within my current classification, including work in other functional areas as business needs require.

Employee's Signature and Date

HUMAN RESOURCES BRANCH USE ONLY:

- Duties meet class specification and allocation guidelines.
- Exceptional allocation, STD 625 on file.

Analyst initials: _____ Date Approved: _____

Revision Date (if applicable): _____