

Classification Title	Board/Bureau/Division
Supervisor I	Bureau of Automotive Repair
Working Title	Office/Unit/Section / Geographic Location
Personnel Supervisor	Administrative Branch/BAR Personnel Unit/Rancho Cordova
Position Number	Name and Effective Date
646-100-4800-007	

General Statement: Under the direction of the Supervisor II (Sup II), the Supervisor I (Supervisor I) is responsible for providing supervision, technical expertise, training, guidance, assistance and support to staff in Bureau of Automotive Repair (BAR) Personnel Office and in all personnel matters for the BAR. Duties include, but are not limited to:

A. SPECIFIC ASSIGNMENTS [Essential (E) / Marginal (M) Functions]

40% (E) Management of BAR Personnel Operations

Plans, organizes and directs the operations of the BAR Personnel Office. Ensures that the policies and processes are in compliance with the California Department of Human Resources guidelines and requirements. Provides assistance and training to all BAR staff on personnel-related issues.

Reviews and approves the Requests for Personnel Action for all BAR appointments and position changes. Creates strategic plans for programs through the allocation of proper staffing and resources to address changing needs. Ensures that all BAR personnel proposals are in compliance with BAR, Department of Consumer Affairs (DCA), California Department of Human Resources, and State Personnel Board policies, procedures, laws and rules.

In conjunction with BAR's Discipline Analyst, provides guidance to BAR supervisors and managers regarding performance management, and assists in writing Work Improvement Plans, Attendance Memos, Counseling and Corrective Memos, and Adverse Actions.

30% (E) Supervision of Staff

Plans, assigns, reviews and evaluates the work of BAR personnel staff. Monitors employee attendance and approves employee leave requests. Initiates and conducts employee selection interviews and hires. Trains new staff members; monitors and assesses the training and development needs of staff. Evaluates and prepares performance evaluations for all staff in accordance with established guidelines with ratings that are applied consistently. Completes the Individual Development Plans and Performance Evaluations for each employee.

10% (E) Labor Relations

Provides advice and counseling to BAR supervisors and managers on a variety of labor relations matters such as grievances, relationships with employee organizations, interpretation of laws, rules, decisions, and contract provisions.

Consults with the DCA Labor Relations Officer on ongoing grievance or arbitration cases. Reviews proposed program and policy changes and advises management on labor relations impact.

10% (E) Develop Policies and Procedures Related to BAR Personnel Matters

Identifies policies or procedures that are deficient or outdated and proposes updates. Directs the research and writing of policies at management direction. Implements approved policies and procedures and monitors effectiveness and compliance.

5% (E) Health and Safety

Assists BAR supervisors and managers in working with DCA Health and Safety Unit to understand and resolve complex and sensitive issues involving Return-to-Work, Family Medical Leave Act, and Temporary Modified Duty assignments.

5% (M) Liaison to Executive Management Team

Serves as a member of the BAR management team and participates in the development of the strategic plan. Represents BAR at various meetings, hearings, conferences, and training classes, and reports the outcomes to executive staff.

B. Supervision Received

The Supervisor I is under the direction of the Supervisor II of the Administrative Branch.

C. Supervision Exercised

The Supervisor I supervises several analytical staff.

D. Administrative Responsibility

The Supervisor I is responsible for managing the staff of the unit to carry out BAR objectives.

E. Personal Contacts

The Supervisor I has daily contact with all levels of BAR management and staff and departmental divisions and programs for the personnel functions.

F. Actions and Consequences

Failure to effectively perform the duties of the position could result in incorrect or incomplete information disseminated to management and staff, and inappropriate or illegal personnel actions.

G. Functional Requirements

The incumbent is a Work Week Group E employee and is expected to work an average of 40 hours per week each year, and may be required to work specified hours based on the business needs of the office. No specific physical requirements are present: the incumbent works in an office setting, with artificial light and temperature control. Daily access to and use of personal computer and telephone is essential. Sitting and standing requirements are consistent with office work. Computer work is not typically heavy or repetitive. The incumbent is required to travel throughout an assigned geographical area by various methods of transportation.

H. Other Information

Incumbent is expected to travel occasionally, when necessary, to attend meetings, training sessions, and hiring interviews at BAR field offices throughout the state. Incumbent must: possess good communication skills, use good judgement in decision-making, exercise creativity and flexibility in problem identification and resolution, manage time and resources effectively, and be responsive to BAR management and employee needs.

In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

Conflict of Interest

This position is subject to Title 16, section 3830 of the California Code of Regulations, the Department of Consumer Affairs' Conflict of Interest Regulations. The incumbent is required to submit a Statement of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1st, and within 30 days of leaving office.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

Employee Signature

Date

Printed Name

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Printed Name

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