

**POSITION DUTY STATEMENT**

DFPI-HRO 203 (Rev. 08-21)



<b>NAME</b>	<b>EFFECTIVE DATE</b>
<b>CLASSIFICATION TITLE</b> Supervisor I	<b>POSITION NUMBER</b> 410-111-4800-200
<b>WORKING TITLE</b> Employee Relations Supervisor	<b>DIVISION/OFFICE/UNIT/SECTION</b> Administration/Human Resources Office/Employee Relations
<b>BARGAINING UNIT</b> S01	<b>GEOGRAPHIC LOCATION</b> Sacramento

**General Statement:** Under the general direction of the Supervisor II, Personnel Management, the Supervisor I, Employee Relations, is responsible for supervising, developing, and monitoring the areas of Reasonable Accommodation, Health and Safety, Workers' Compensation, and Performance Management. Duties include, but are not limited to, the following:

**A. Specific Assignments [Essential (E) / Marginal (M) Functions]:**

**35% Employee Relations Consultation/Guidance (E)**

Acts as supervisor over the Employee Relations unit. Establishes priorities, provides guidance, and evaluates development and performance of staff. Ensures that staff consistently applies personnel policies, procedures, and established practices while meeting the needs of management. Collaborates with managers to develop service level objectives and quality control measures. Consults with and makes recommendations to executive staff, division managers and section supervisors regarding organizational structure, roles and responsibilities, and development and administration of employee relations policies. Provides expertise and guidance to sensitive and complex employee relations issues, including disciplinary actions. Develops personnel policies, procedures and practices in the areas of employee relations and training. Leads or participates in special projects relating to organizational planning, resource and program development and improvement, performance management, information systems, and workforce and strategic planning.

**35% Reasonable Accommodation/Guidance (E)**

Acts as the supervisor over the Reasonable Accommodation (RA) unit. Establishes priorities, provides guidance, and evaluates development and performance of staff. Ensure that staff consistently applies RA policies, procedures, and established practices while meeting the needs of management. Collaborates with managers to develop service level objectives and quality control measures. Consults with and makes recommendations to executive staff, division managers and section supervisors regarding RA for adjustments and/or improvements to reduce employee injuries or meet employee medical needs; and conducts timely follow-up to ensure recommendations are

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implemented and meet employee and Department needs. Provides expertise and guidance to sensitive and complex RA issues. Develops policies, procedures and practices in the areas of RA. Leads or participates in specialist projects relating to RA, resource and program development and improvement and information systems.

**15% Health and Safety (E)**

Maintains the Department’s Health & Safety program and activities (Illness and Injury Prevention Program, Worker’s Compensation, Return to Work, Reasonable Accommodation, Workplace Violence Prevention Program, and Ergonomics Program) within the framework and provisions of the applicable laws, rules, policies and guidelines, including labor agreements, while gaining and maintaining the confidence and cooperation of executive staff, management, co-workers, employees, other public agency staff, the State Compensation Insurance Fund and other external contacts/entities. Establishes policies, procedures, and practices in support of employee safety and health. Provides guidance and oversight of the interactive process, Fitness for Duty, and employer-initiated disability retirement or medical terminations.

**10% Employee Performance Management (E)**

Provides consultation and guidance to managers and supervisors concerning civil service laws and rules relating to personnel management practices; interprets various laws, rules, and regulations including labor agreements as they relate to employee relations; evaluates employee performance issues with managers and supervisors, making recommendations for the appropriate level of corrective action to be taken. Provides guidance and oversight regarding drafting and effectuating personnel actions, in accordance with State Personnel Board (SPB) and California Department of Human Resources (CalHR) standards, rules, and regulations. This includes drafting less complex performance management actions and supporting the Personnel Management Supervisor (Supervisor II) with the most complex performance management issues.

**5%** Provides departmental training and performs special projects as assigned. **(M)**

**B. Supervision Received**

The Supervisor I reports directly to and receives the majority of assignments from the Personnel Management Supervisor (Supervisor II); however, direction and assignments may also come from the Director of Human Resources (Manager II).

**C. Supervision Exercised**

The Supervisor I will provide general direction to a team of Analyst IIs.

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**D. Administrative Responsibility**

The incumbent performs the full range of supervisory and management duties, including, but not limited to: interpret and adhere to policies, rules, laws, regulations, and labor agreements; provides direction and guidance regarding work assignments and daily work activities to ensure timely completion of assignments; reviews work and evaluates performance of staff by providing regular feedback and completing timely probationary reports, annual performance appraisals, and individual development plans; monitors employee performance and, if necessary, utilizes progressive discipline principles and procedures; completes personnel documentation and utilizes the competitive hiring process; and approves or denies administrative requests including leave, overtime, travel, and training.

**E. Personal Contacts**

The Employee Relations Supervisor has daily contact with all levels of Department personnel, as well as representatives from other State agencies, including control agencies, unions, and the general public.

**F. Actions and Consequences**

The actions of the incumbent have a direct bearing on the success, integrity and legality of the Department's Human Resources management and Employee Relations Unit.

**G. Functional Requirements**

The incumbent works 40 hours per week in an office setting.

**Frequently:**

- Sit at a desk, in a chair, and in front of a computer screen.
- Move/walk about the office, stand and/or sit during meetings.
- Use a multi-line telephone console, cordless telephone, cellular phone, or computer-based phone solution.
- Utilize MS Teams to connect with HRO and DFPI staff when working remotely and/or when staff is working remotely.
- Bend (neck and waist), squat, kneel, and twist (neck and waist).
- Perform repetitive hand motion, simple grasping, fine manipulation, push and pull with right and left hands.

**Occasionally:**

- Reach (above and below shoulder level).
- Travel via private or public transportation (i.e., driving automobile, airplane, etc.) including overnight travel inside California, which may be required.
- Lift and carry up to 40 pounds.

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**H. Other Information**

Knowledge of: Principles and practices of public personnel management, employee relations, Reasonable Accommodation program, and performance evaluation; principles, practices, and trends of public administration, organization, and management.

Skill in: Applying principles and practices of public personnel management and employee relations.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; Perform research in various personnel fields; interpret and apply laws, rules, standards, and procedures; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; act as a team leader; appraise qualifications of applicants and interview effectively; maintain the confidence and cooperation of others; train and supervise subordinates; assume and demonstrate independent responsibility for decisions and actions and use business and government standard software/computer, office equipment and specified essential computer resources.

**CONFLICT OF INTEREST**

This position is subject to Title 10, section 3830 of the California Code of Regulations, the Department of Financial Protection and Innovation’s Conflict of Interest Regulations, the incumbent is required to submit a Statements of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1st and within 30 days of leaving office.

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**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.)

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Employee Signature

Date

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Employee's Printed Name, Classification

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

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Supervisor Signature

Date

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Supervisor's Printed Name, Classification