

DUTY STATEMENT

Employee Name:	Position Number: 580-700-4800-909
Classification: Supervisor I	Tenure/Time Base: Permanent/Full-time
Working Title: Administrative Operations Unit Supervisor	Work Location: 850 Marina Bay Pkwy, Richmond CA 94804
Collective Bargaining Unit: S01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Laboratory Sciences	Branch/Section/Unit: Business Operations Branch/Administrative Operations & Policy Section/Administrative Operations Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) 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 departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by serving as an integral component of the Center for Laboratory Sciences (CLS), Business Operations Branch by contributing to the daily operational and personnel functions that ensure timely, efficient, and compliant delivery of public health laboratory services, ultimately supporting health and safety of California's residents.

The Supervisor I, acting as the Administrative Operations Unit Supervisor, is responsible for overseeing the staff and administrative functions of the Administrative Operations Unit within the Administrative Operations & Policy Section, which includes recruitment and retention of all Center

staff, including employee training and development, performance management, personnel actions, and labor relations matters. Ensures timely hires, onboarding/offboarding and document processing. Manages hiring policies, policy interpretation and maintain legal compliance, both state and federal. Develops and implements effective recruitment and talent management best practices. Tracks all vacancies and hires of the Center and its divisions/branches. Coordinates with Center Personnel Liaisons (PL) in all hiring and personnel matters ensuring Center wide compliance to CDPH, state, federal and HRD policies, procedures and regulations.

The incumbent works under the general direction of the Supervisor II, Administrative Operations & Policy Section Chief.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel:
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 35% Directly supervise the recruitment and retention for the Center. Train and supervise the Center's PL team to ensure appropriate documentation is created and used in all hires including duty statements, job ads, screening criteria, and interview questions with criteria. In coordination with PLs and Hiring Managers, provide technical assistance to programs on the development of duty statements. Supervise the staff who maintain the personnel database for all related recruitment and hire files to be maintained for the mandatory timeframe and that maintain the Center approved duty statement library for all Center positions. In coordination with Division/Branch chiefs, identify critical vacancies and recruitment challenges and develops resolutions and recommendations and help determine appropriate staffing levels. Responsible for ensuring proper advertisement of job opportunities including all CDPH, CLS, and on all appropriate job boards for employment platforms, organizations or institutes. Manage hiring policies, policy interpretation and maintain legal compliance, both state and federal. Provide routine staffing reports and drills to the Center, Director's Office (DO), and Human Resources Department (HRD) as needed or requested.
- 20% Work with CLS Leadership to develop an on-boarding program. Oversee the PL coordination and collaboration with Center hiring managers to ensure all CLS employee orientation and training deadlines are met. Ensure that new management staff sign new employee documentation including duty statements. Manage the CLS Training Coordinator (TC) to ensure identification of training needs for Center staff and provide recommendations to ensure professional development goals are met. Oversee the creation and maintenance of a training database to include tracking of required licenses and certifications.

- 20% Advise staff in addressing issues for employees related to leave balances including vacation, annual leave, personal and family sick leave, excess hours from alternate work schedules, VPLP, CTO., accrual and usage discrepancies, etc., listed in the CPDH Tempo Timekeeping system. Oversee the management of all CLS employee personnel documentation pertaining to attendance, training (including mandatory), onboarding/offboarding, Telework Agreements, leave balances, duty statements, Expectation Memos, annual reviews, probation reports, out-of-class assignments, appointments, separations, promotions, retirements, changes of time base, merit salary adjustments, alternate range movements and other related documentation. Oversee administration of an electronic personnel tracking system for all confidential HR personnel documents. Ensure all HR issues related to employees (out of class, medical leaves of absence, probationary or disciplinary issues, grievances, etc.) are responded to timely and coordinates with hiring managers for resolutions.

- 15% Oversee the Public Request Act (PRA) requests for the Center. Assist the PRA Coordinator by providing recommendations and retrieving Division/Branch information as necessary. Ensure thorough and timely response to all requests. Review and submit status reports of PRA requests to managers and Center leadership. Ensure responses require frequent time sensitive communication and coordination with the CDPH Office of Legal Services, Office of Public Affairs, and public and private sectors. Direct staff who research, analyze, apply and interpret laws and rules from available reference manuals and other related revisions issued by the State Personnel Board (SPB), California Department of Human Resources (CalHR), California Public Employees Retirement System (CalPERS), and the CDPH HRD.

Marginal Functions (including percentage of time)

- 5% Oversee the document maintenance on the Center SharePoint and network drives. Maintain a tracking system of ongoing assignments to ensure staff are completing their assignments in a timely manner. Complete performance and probation evaluations for assigned staff, monitor attendance and training needs. Attend all training, meetings, and seminars as needed or required.

- 5% Perform other Supervisor I job-related duties as necessary.

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

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor’s Name:	Date	Employee’s Name:	Date
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Supervisor's Signature	Date	Employee's Signature	Date
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HRD Use Only:

Approved By: CP

Date: 6/8/26