

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Supervisor I

POSITION NUMBER:

800-693-4800-910

DIVISION/BRANCH/REGION: (UNDERLINE ALL THAT APPLY)

Administration/Human Resource Services

BUREAU/SECTION/UNIT: (UNDERLINE ALL THAT APPLY)

Payroll and Benefits Section

SUPERVISOR'S NAME:

Vacant

SUPERVISOR'S CLASS:

Supervisor II

SPECIAL REQUIREMENTS OF POSITION (CHECK ALL THAT APPLY):

- Designated under Conflict of Interest Code.
- Duties require participation in the DMV Pull Notice Program.
- Requires repetitive movement of heavy objects.
- Performs other duties requiring high physical demand. (Explain below)
- None
- Other (Explain below)

I certify that this duty statement represents an accurate description of the essential functions of this position.

SUPERVISOR'S SIGNATURE

DATE

I have read this duty statement and agree that it represents the duties I am assigned.

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED (Check one):

- None Supervisor Lead Person Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

4 Senior Personnel Specialists

Total number of positions for which this position is responsible: 4

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

The California Department of Social Services (CDSS) employees are our most important resource in serving California's needy and vulnerable children and families. We partner with our employees, our managers, and supervisors to select, hire, develop, and maintain the best professional workforce in state service. The Human Resource Services Branch will develop the best workforce and work environment in state service.

The Payroll & Benefits Section performs payroll transactions and benefits functions for the Department, including processing employee appointments, separations, workers' compensation, State Disability Insurance, and Non-Industrial Disability Insurance, accounts receivables, salary determinations, leave balances, Catastrophic Leave, and other miscellaneous personnel transactions.

CONCEPT OF POSITION:

Under the general direction of the Payroll and Benefits Section (PBS) Chief (Supervisor II), the incumbent serves as the manager of the Payroll Disability and Benefits Unit. The incumbent establishes goals and objectives for the Unit and personally addresses the most complex and sensitive work to support the business needs of the PBS. A significant degree of independence of action and decision-making; planning, organizing, assigning, and training staff; maintaining extensive contact with control agencies, and providing customer service excellence is required for this position.

A. RESPONSIBILITIES OF POSITION:

35% Manage and direct the workload of the Payroll Disability and Benefits Unit, to ensure timely and accurate payment of wages and benefits. Review assignments and provide guidance and constructive feedback to staff. Organize and develop project plans, establish due dates, identify problems/issues, and monitor workload to meet deadlines. Review errors from control agencies and ensure reconciliations are completed timely and accurately.

25% Provide training to staff to ensure compliance with various laws, rules, regulations, policies, and procedures. Ensure consistent interpretation, application, and compliance of all civil service laws and rules, departmental policies, Memorandums of Understanding, State Personnel Board (SPB), State Controller's Office (SCO), California Department of Human Resources (CalHR), State Compensation Insurance Fund (SCIF), and California Public Employees' Retirement System (CalPERS) regulations on compensation and benefits. Oversee internal and external audits and ensure CDSS is in full compliance.

20% Monitor and keep abreast of changes to laws, rules, control agency (e.g., SPB, SCO, CalHR, SCIF, and CalPERS) letters, memorandums, and prepare internal correspondence to communicate changes as necessary. Serve as a subject matter expert on payroll and benefit matters and make recommendations on the more difficult and complex issues.

15% Responsible for the development of a strong, competent workforce to support critical work functions, including facilitating the hiring process by developing screening criteria and questions, screening applications, conducting interviews, and recommending candidates for appointment. Initiate and/or participate in the progressive discipline process to correct and improve an employee's performance, behavior, or attendance when necessary. Prepare timely and accurate performance evaluation reports for employees.

5% In collaboration with the PBS Chief, represents the Payroll and Benefits Section at meetings with Department staff and control agencies. Serve as the point of contact for processing adverse actions, union leave requests, incentive pay, and payroll audits/reviews. Serve as a backup to the PBS Chief.

B. SUPERVISION RECEIVED:

The incumbent receives general direction from the Supervisor II. The incumbent is required to exercise considerable independence, initiative, and resourcefulness in carrying out the responsibilities of the position.

C. ADMINISTRATIVE RESPONSIBILITY:

The Supervisor I functions as a highly-skilled, independent supervisor with the ability to act authoritatively in identifying and resolving issues surrounding payroll/personnel. This position will have responsibility for developing and maintaining various policies and procedures for the Payroll and Benefits Section as well as maintaining the information on the Department's intranet site.

D. PERSONAL CONTACTS:

The Supervisor I is responsible for providing support, advice and assistance to personnel management staff, Department employees, and other state departments and control agencies.

E. ACTIONS AND CONSEQUENCES:

Flexibility and good judgment are essential. Incumbent routinely makes decisions and/or recommendations on payroll and personnel matters impacting Departmental staff and contributes to the development and implementation of personnel policies. Non-compliance with laws and rules can jeopardize the Department's delegated authority in making personnel decisions. Unsatisfactory performance can result in employees not being paid timely, create delays in services, and result in grievances and/or lawsuits against the Department.

F. OTHER INFORMATION:

The Supervisor I must have strong organizational skills and attention to detail, must be able to work in a fast-paced environment with changing priorities, must be able to analyze data correctly and draw sound conclusions, must be able to work independently, meet strict deadlines, make sound decisions, have excellent verbal and written communication skills, research information and develop alternatives, be dependable, have excellent customer service skills, and the ability to handle difficult situations with tact, diplomacy, and professionalism.