

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Supervisor II

POSITION NUMBER:

800-693-4801-955

DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*Administration / Human Resource ServicesBUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*Payroll & Benefits Section (PBS)

SUPERVISOR'S NAME:

Diane Tulysewski

SUPERVISOR'S CLASS:

Manager 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.

Two Supervisor I

Total number of positions for which this position is responsible: 2

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 (HRSB) will develop the best workforce and work environment in state service.

The PBS performs payroll and benefits functions for the Department including processing payroll, benefits, employee appointments, separations, accounts receivables, salary determinations, leave balances, Workers' Compensation and disability payroll, Catastrophic Leave, and other miscellaneous personnel transactions.

CONCEPT OF POSITION:

Under the general direction of the Payroll, Benefits, and Disability Management Bureau Chief (Manager II), the incumbent serves as the Section Chief of the Payroll and Benefits Section (PBS). The incumbent is responsible for planning, organizing, and directing the activities of the PBS and personally addresses the most complex and sensitive work to support the business needs of the section. A significant degree of independence of action and decision-making; planning, assigning, and training staff; maintaining extensive contact with control agencies, and providing customer service excellence is required for this position. The Section Chief is responsible to deliver timely, accurate, and efficient payroll and benefits services to CDSS clients with a roster of approximately 6,500 employees.

A. RESPONSIBILITIES OF POSITION:

35% Strategic Planning. Plans, organizes, directs, and manages the activities of the PBS to ensure conformance with goals, objectives, and policies and ensures that PBS meets ongoing required operational service needs and commitments. Manages and directs the payroll training academy, payroll transactions, including workers' compensation and disability payroll and health benefits processes, and performance. This includes establishing project objectives, identifying activities and resources, developing detailed work plans, assigning resources and responsibilities, monitoring progress, and implementing viable recommendations to improve the accuracy and timeliness of payroll payments and benefits. Provides oversight to the development of new or revised policies to ensure they accurately reflect changes and/or policy decisions consistent with the Department's direction or as required by the governing laws, regulations, or rules that impact these functions.

30% Controlling Performance. Formulates and administers departmental policies and procedures related to payroll and benefit services. Ensures section staff are trained and in compliance with all statutory laws, rules, and regulations at a proficient level. Conducts complex and sensitive project assignments or administrative issue resolution as requested by Branch and/or Division executive staff. Facilitates consistent interpretation, application, and compliance of all civil service laws, Departmental policies, Memorandums of Understanding, State Personnel Board (SPB), State Controller's Office (SCO), California Department of Human Resources (CalHR), and California Public Employees' Retirement System (CalPERS) regulations pertaining to compensation and benefits. Represents HRSB on department committees.

20% Staffing and Directing. Directly supervises two Supervisor Is. Indirectly supervises two Personnel Supervisor IIs, two Personnel Supervisor Is, two Analyst IIs, four Senior Personnel Specialists, and ten Personnel Specialists. Responsible for the development of a strong, competent workforce to support critical work functions. Provides consultation and guidance to PBS managers and supervisors regarding staff performance evaluation, progressive discipline, and methods of producing and retaining proper performance documentation. Selects, trains, develops, and evaluates the performance of staff. Manages and provides oversight to the payroll transactions and benefits functions. Ensures efficient and effective direction of work process to achieve desired strategic planning outcomes.

10% Expertise. Serves as the subject matter expert and Department authority on compliance with all state and federal laws, rules, regulations, and departmental policies/procedures as they relate to payroll and benefits. Personally performs the more difficult and sensitive tasks and other duties appropriate for the class. Represents the PBS at meetings with Department staff and control agencies. Maintains the CDSS Personnel Handbook, and associated Administrative Manual sections, which includes personnel policies, procedures, and interpretations of personnel/payroll laws, rules, policies, and best practices. Advises the HRSB Chief and Bureau Chief on current activities and trends that may have an impact on the HRSB and/or Department. Responds and prepares correspondence for the Bureau Chief, HRSB Chief, Deputy Director, and Director's signature.

MARGINAL:

5% Attends conferences, travels to client field offices to provide consultation and training. Transport boxes of training and consultation materials that weigh up to 25 pounds.

B. SUPERVISION RECEIVED:

This position reports directly to the Payroll, Benefits, and Disability Management Bureau Chief (Manager II). The incumbent is required to exercise considerable leadership, independence, initiative, and resourcefulness to carry out the responsibilities of the position.

C. ADMINISTRATIVE RESPONSIBILITY:

The Supervisor II is responsible for providing advice, assistance, and support to the HRSB and Departmental management related to payroll and benefits.

Responsible for all administrative functions required of a supervisor, such as employee evaluations, written expectation setting, activity cost time reporting summaries, review and approval of travel claims, training, expenditures for equipment/supplies/resource material/services and attendance reports. Develops and maintains various policies and procedures and oversees maintenance of HRSB's intranet sites.

D. PERSONAL CONTACTS:

The Supervisor II has frequent contact with Executive staff, high-level managers throughout the Department and Agency, staff and managers within the HRSB and Department, as well as staff from control agencies.

E. ACTIONS AND CONSEQUENCES:

Failure to provide sound, high-level technical knowledge to Agency and Executive staff can result in ill-advised decisions by top-level staff. Failure to develop and maintain personnel policies and procedures can result in potential lawsuits and grievances. Lack of trained staff and proper adherence to personnel laws and rules can also result in potential illegal appointments, lawsuits, and grievances. Mismanagement results in customer dissatisfaction, backlog, missed opportunities to resolve sensitive issues at the lowest possible level, and litigation.

F. OTHER INFORMATION:

The Supervisor II must have the ability to perform the essential functions of the job with or without reasonable accommodation, including communicating effectively, comprehending, evaluating, and following verbal and written instructions given by the Branch and/or Division.

Desirable Qualifications:

Knowledge and/or experience in the state's personnel process, including payroll transactions and benefits, Departmental policies and procedures, etc. Excellent customer service skills. Strong writing skills and the ability to communicate with all levels of staff, including executives. Ability to exercise good judgment and display sound decision-making skills are essential. Some travel may be required.