

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Folsom State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 071-261-1314-001		MCR / HCR 1
DIVISION / UNIT  Business Services Personnel		CLASSIFICATION TITLE Personnel Supervisor II		
		WORKING TITLE PS II		
		TIME BASE / TENURE PERM/FT	CBID S01	WWG 2
LOCATION 300 Prison Rd. Represa, CA 95671		INCUMBENT		EFFECTIVE DATE

**CDCR'S MISSION, VISION and COMMITMENT**

**Mission**

To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.

**Vision**

We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

**Commitment**

CDCR and CCHCS are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities.

CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.

**DIVISION OVERVIEW**

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

**GENERAL STATEMENT**

Under the general supervision of the Staff Services Manager I (Institutional Personnel Officer), the Personnel Supervisor II is responsible for administering all matters related to the personnel and payroll transactions program at Folsom State Prison (FSP).

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.
35%	<b>Supervisory Responsibility:</b> Directly supervises two (2) Personnel Supervisor Is, one (1) Senior Personnel Specialist, and three (3) Office Technicians (Typing). Plans, organizes, and directs the workload activity of the Personnel Supervisor Is, projecting workload, assigning and reviewing staff work, developing and maintaining performance and workload standards, selecting and training staff, and recommending goals and objectives for personnel and payroll program development and modification. Audits work prepared by staff.
35%	<b>Personnel and Payroll Laws and Rules, Policy and Procedure:</b> Interprets and administers applicable sections of the California Human Resources (CalHR) and State Personnel Board Laws and Rules, Government Code, Collective Bargaining Unit Agreements, Personnel and Payroll Transactions Manual, Personnel Administrative Manual, Management Memos, Administrative Directives, Leave

15%	Accounting Letters (CLAS) and the State Administrative Manual. Develops and implements procedures related to the administration of personnel and payroll transactions (including pay and benefit administration, workers compensation, Incarcerated person Day Labor, and State Personnel Board actions and stipulations.)
15%	<p><b>Personnel and Payroll Transactions Control:</b> Tracks and monitors assignments, suspended transactions, SCO ding notices, Adverse Actions, salary advances, accounts receivables, unreleased warrants, SCO Retroactivity Report, and follows up with the Personnel Sup l's for proper completion of assignments. Identifies irregularities and takes appropriate action. Coordinates corrections with the FSP Accounting Department and State Controller's Office. Monitors and tracks Training for Transactions staff and the Office Technicians that are under your direct supervision.</p>
5%	<p><b>Administrative Liaison:</b> Responds to internal (CDCR) and external (control agencies) inquiries related to FSP personnel and payroll transactions program. Attends internal and external meetings. Prepares training and transaction meeting agendas. Conducts on-the-job training on personnel and payroll transactions program issues.</p>
5%	Plan, organize, direct, and evaluate the work and performance of staff. This includes but is not limited to the following: Comply with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including, but not limited to: hiring, employee development, and management. Recruit, hire, train, develop, and provide leadership to a diverse staff. Monitor, evaluate, and create written performance appraisals of staff. Counsel staff and initiate disciplinary actions as necessary. Identify appropriate long-range plans and goals to address succession planning and knowledge transfer.
5%	Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time, and submit timesheets by the due date.

**SPECIAL PERSONAL CHARACTERISTICS**

- Influence, change, and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts through observation and building rapport.
- Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.
- Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.
- Ability to build trust, improve communication, and assist with the transformation of correctional culture.

**SPECIAL REQUIREMENTS**

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison incarcerated individuals, visitors, nonemployees and employees shall be made aware of this.

**CONSEQUENCE OF ERROR**

- Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and time line goals, and varying degrees of negative financial impacts to the department.

**To be reviewed and signed by the supervisor and employee:**

**EMPLOYEE'S STATEMENT:**

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE

**SUPERVISOR'S STATEMENT:**

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE