

DUTY STATEMENT

Employee Name:	Position Number: 580-120-1304-001
Classification: Personnel Supervisor I	Tenure/Time Base: Permanent/Full-Time
Working Title: Personnel Supervisor I	Work Location: 1615 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: S01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Human Resources Division	Branch/Section/Unit: Employee Relations and Resource Branch/Payroll and Benefit Section/Payroll and Benefit Services 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 performing a variety of personnel and payroll functions for CDPH employees pertaining to appointments, separations, benefits, payroll, and leave accounting.

The Personnel Supervisor I (PS I) is responsible for planning, organizing, monitoring, and directing the activities of the personnel transaction team. The PS I exercises a high degree of initiative and independent judgement in overseeing the team's daily operations and resolving complex transaction-related issues with minimal direction. As the first level supervisor, the PS I provides advanced technical expertise and high-level guidance on sensitive personnel, payroll, and disability-related

matters, ensuring staff apply laws, rules, regulations, and department policies accurately and consistently.

The incumbent works under the general supervision of the Supervisor I, Chief of the Payroll and Benefit Services Unit (PBSU).

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)

- 45% Provides supervision, guidance, and performance evaluation to personnel specialists and senior personnel specialists engaged in daily personnel and disability payroll transactions. Plans, organizes, assigns, and monitors team workflow to ensure accuracy, timeliness, and compliance with departmental policies and control agency requirements. Establishes team priorities and implements workflow processes to meet critical deadlines. Independently evaluates staff performance, prepares probationary and annual reports, and initiates corrective or disciplinary actions as appropriate. Identifies training needs, develops training plans, and coordinates ongoing skill-building in collaboration with the Supervisor I to ensure consistent application of laws, rules, and payroll processes. Reviews and audits exception reports from control agencies and complex personnel transactions, directs staff in resolving discrepancies, and ensures appropriate follow-up action is taken. Promotes a high level of customer service and ensures team practices support departmental goals and service standards.
- 35% Provides technical direction and subject matter expertise on a wide range of complex personnel, payroll, disability transactions. Reviews and resolves escalation issues and documentation discrepancies, working directly with employees, supervisors, and staff to ensure accuracy and compliance with applicable laws, policies, and control-agency requirements. Services as the primary liaison with control agencies on difficult, unusual, or delayed transaction matters, independently researching and coordinating correction action. Collaborates with the Position Control and Data Analysis Unit to analysis and resolve Pay/PAR discrepancies identified on the State Controller's Office Periodic Report, ensuring timely workload correction and implementation of process improvements.
- 15% Assembles and analyzes data to prepare various management and operational reports within established timeframes. Provides technical guidance to CDPH program staff on the interpretation and/or application of personnel, payroll, and disability related laws, rules, and regulations. Researches complex issues and develops effective solutions to ensure compliance and consistency in processing. Prepares and responds to correspondence on sensitive issues. Completes routine Human Resources Division (HRD) assignments and

projects in a timely manner. Makes recommendations to management by drafting proposals on necessary updates to Departmental policies and procedures to maintain compliance. Ensures subordinate staff are fully briefed on rules and regulation changes related to personnel, transactions, and the impact on procedures.

Marginal Functions (including percentage of time)

5% Participates in the recruitment process by interviewing and selecting candidates for appointment. Complies with Equal Employment Opportunity requirements. Attends and completes all mandatory training for supervisory personnel by Departmental and control agency policies. Performs other job-related duties as assigned.

☐ 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
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: JC

Date: 03/13/26