

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Richard J. Donovan Correctional Facility		POSITION NUMBER (Agency-Unit-Class-Serial) 030-261-1304-006		MCR / HCR 1	
DIVISION / UNIT Business Services Personnel Department		CLASSIFICATION TITLE Personnel Supervisor I			
		WORKING TITLE Personnel Supervisor I			
		TIME BASE / TENURE S01	CBID 2	WWG 2	COI Yes ☐ No ☒
LOCATION 480 Alta Road, San Diego, CA 92179		REVISION DATE 6/1/2026		INCUMBENT EFFECTIVE DATE	
CDCR'S MISSION and VISION					
Mission We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities. Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.					
COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION					
The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.					
DIVISION OVERVIEW					
Incumbents in these classes are distinguished from other classes by being regularly required to apply State laws and departmental and control agency rules and regulations, and bargaining unit provisions pertaining to a variety of personnel transactions in the areas of personnel record keeping, certification, payroll, and personnel documents processing and related personnel transactions functions. The predominant duties of positions in these classes require a thorough and detailed knowledge of appropriate laws, rules, regulations, and contract language pertaining to personnel transactions. Positions in this series are typically located in the headquarters or field personnel offices of a State department or major subdivision, the personnel office of a State institution, and the operating sections of the State Controller's Office.					
GENERAL STATEMENT					
Under the general supervision of the Personnel Supervisor II, the Personnel Supervisor I is responsible for the supervision of assigned Personnel Specialists and/or the Custody Timekeeping Office Technicians (Typing) and/or Receptionist Office Technician (Typing). Specific responsibilities include but are not limited to the following:					
% 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%		Provide supervision to all subordinate staff; clearly outline work performance expectations based on current duty statement; evaluate work performance and prepare written performance reports. Responsible for all Personnel/Payroll documentation, employee attendance and payroll records. Custodian of official personnel files and maintenance of confidentiality. Develop and provide training and technical assistance to subordinate staff in job related functions and safety procedures; document all training provided to subordinate staff. Assist the Staff Services Manager I or designee with special projects which require transaction experience.			
30%		Monitor Worker's Compensation cases to ensure employees are paid correctly and timely. Assist processing all transactions required for payroll. Assist the Worker's Compensation/Return-to-Work Analysts with staff benefits regarding Worker's Compensation and advise employees of appropriate benefits per Memorandums of Understanding (MOU). Maintain accurate and current information on all employee related benefits. Ensure compliance with all laws and rules, Memorandum of Understanding (MOU), and various controlling agencies.			

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15%	Completes, reviews, and submits all difficult and complex personnel transactions documents. Ensure compliance of all laws and rules, MOU, and Central Agencies.
10%	Act as the primary liaison with all control agencies, the public and staff. Act as the California Leave Accounting System (CLAS) liaison with Headquarters Automation Unit. Train staff on CLAS system, validate data entries and prepare reports. Provide backup coverage for the Personnel Specialists when needed.
05%	Maintain accurate and current information on all employee related benefits regarding eligibility, cost, and availability of various plans. Provides In-Service Training to staff and managers regarding changes, new programs and open enrollment periods. Notify all staff via memorandum of changes.
05%	Attend appropriate In-Service Training and participate in On-The-Job Training as provided. Other related duties as required.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all prison population, visitors, non-employees, 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 timeline 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
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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
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