



State of California – Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Administrative Services	Supervisor I	549-066-4800-014
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Human Resources	Payroll and Benefits Office Chief	S01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Transactions	Sacramento, CA	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Supervisor II
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
Under the general direction of the Payroll/Benefits Branch Chief (Supervisor II), the Supervisor I, Payroll and Benefits Office Chief, serves as a full working supervisor who plans, organizes, and directs the activities of the Department of Parks and Recreation's Transactions (Payroll & Benefits) Unit. The position will support a team of Transactions Personnel Supervisors, Senior Specialists, and Specialists, to perform very complex payroll and benefits work which supports 14 different bargaining units. The Supervisor I must support the Department's commitment to equal employment opportunities and maintain a work environment free from discrimination and sexual harassment. Must demonstrate a high degree of professionalism, confidentiality, and good judgment. Must have the ability to provide excellent customer service and perform work in a sensitive and confidential manner.		
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
35%	Supervise a team of Personnel Supervisors, Senior Specialists, and Specialists staff responsible for performing the department's transactions (payroll and benefits) related work and functions. Plan, direct, and organize direct reports workload as needed. Review staff work assignments to ensure accurate and timely completion and compliance with laws, rules, regulations, and policies governing State Transactions processes. Assess staff training needs and ensure staff are properly trained. Monitor and evaluate employee work product, behavior, and performance. Promptly identify, address, and resolve employee behavior and/or performance issues. Review and make decisions on employee leave requests, timesheets, alternate range changes, salary adjustments, and other related documents. Recruit, interview, and hire staff as needed. Work closely with the other Human Resources Offices and Branch Managers to coordinate work assignments or collaborate on issues related to performance management, risk management, labor relations, classification and hiring, position control, recruitment, and examinations.	
25%	Reviews and audits assigned employees timesheets for compliance with laws, rules, overtime standards, and bargaining unit contracts in accordance with the Fair Labor Standards Act. Enters payroll for employees into the State Controller's Office Payroll Input Process System. Ensures all payroll is processed for employees via Secure File Transfer Protocol Tempo interface with SCO. Calculates and prepares salary advances, clears outstanding salary advances by completing a Refund Request forms, and submits documentation to the Accounting Office.	

20%	Provide guidance and consultation to DPR managers, supervisors, and personnel liaisons in the interpretation and application of Transactions processes, rules, regulations, and policies as well as departmental policies and procedures related to Transactions. Facilitate communication between HR staff, department managers, supervisors, and staff to resolve complex Transaction issues.
15%	Represent DPR at various meetings as directed by the Branch Chief and Division Chief. Attend state HR network meetings such as State Controller's forum and other related meetings. May serve on department and/or statewide improvement projects with various control agencies. Conduct a variety of Transactions studies to assess and/or improve operations, processes, procedures, or policies. Maintain current working knowledge of laws, rules, regulations, and policies governing State Civil Service Transactions Processes. Keep management and staff proactively informed of changes, and ensure changes are incorporated appropriately and timely; provide technical expertise to Managers and Supervisors regarding employees' rights; consult with supervisors on alternative actions which they may take regarding various sensitive and confidential transaction situations.
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.
TYPICAL WORKING CONDITIONS	
Work in an office environment in high rise building under artificial light; ability to sit for long periods of time using a keyboard and computer; ability to deal effectively while working under pressure; adapt to changing priorities and exercise a high degree of independence in carrying out the assign duties.	
TELEWORK DESIGNATION	
This position is designated as: (Check one)	
☒ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☐ Not Telework Eligible	
SPECIAL REQUIREMENTS:	
The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.	
SUPERVISOR STATEMENT:	
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.	
SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE
EMPLOYEE STATEMENT:	
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.	
EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE