



DUTY STATEMENT

☐	Current
☐	Proposed

Position Classification: Personnel Supervisor I	Working Title: Personnel Supervisor I								
Position Number: 006-176-1304-001	CBID: S01								
Work Week Group: 2	Work Hours: Monday-Friday 8:00am – 4:30pm								
Command/Directorate/Unit: State Personnel Programs, Pay & Benefits	Physical Work Location: 10601 Bear Hollow Drive Rancho Cordova, CA								
Supervisor Name: Jessica Atkinson	Supervisor Classification/Rank: Supervisor I								
Current Incumbent: Vacant	Effective Date:								
Position Requirements: <table border="0"><tr><td>☐ Conflict of Interest Filer (Form 700)</td><td>☐ Travel to Multiple Locations</td></tr><tr><td>☐ California Driver's License</td><td>☐ Occasional Travel</td></tr><tr><td>☐ Class A ☐ Class B ☐ Class C</td><td>☐ Other (Specify): _____</td></tr><tr><td>☐ Class C w/Endorsement: _____</td><td></td></tr></table>		☐ Conflict of Interest Filer (Form 700)	☐ Travel to Multiple Locations	☐ California Driver's License	☐ Occasional Travel	☐ Class A ☐ Class B ☐ Class C	☐ Other (Specify): _____	☐ Class C w/Endorsement: _____	
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As an employee of the California Military Department (CMD), you are required to perform the essential functions of the position with or without reasonable accommodation. The incumbent is also expected to work cooperatively with internal staff/external partners and treat others fairly, honestly and with courtesy and respect. In addition to providing the highest level of customer service while meeting the CMD mission.									
Position Identification: Under the general direction of the Supervisor I, the incumbent serves as the supervisor for the State Personnel Programs, Pay & Benefits unit. The Personnel Supervisor I independently provides training and expertise on the full range of transaction duties. The incumbent is responsible for planning, organizing, directing, and evaluating the activities and performance of Personnel Specialists engaged in a variety of complex personnel and payroll activities, including payroll processing, personnel action requests, and benefits eligibility. The incumbent monitors workflow, evaluates job performance, implements progressive discipline, and ensures team accuracy and integrity in meeting critical control agency deadlines.									
Essential Functions:									
50%	- Plan, organize, direct, coordinate, review, and evaluate the activities and performance of PSs engaged in a variety of personnel and payroll related activities such as payroll processing, personnel action requests, benefits eligibility and enrollment. - Advise staff on the more difficult and complex matters related to personnel and payroll policies, procedures, and transactions. - Train and develop staff to independently interpret laws, rules, and regulations; and utilize and apply control agency directives and manuals to resolve issues and provide outstanding customer service. - Develop training and work plans for staff. Monitor attendance, approve/deny leave requests, and ensure adequate operational coverage. Assess training needs and arrange appropriate and required training for each employee. - Evaluate and counsel staff regarding job performance, prepare probation reports, and annual performance reviews and individual development plans. - Initiate and/or participate in the positive progressive discipline process to address, correct, and improve an employee's performance, behavior, and/or attendance to ensure their success in the position. - Monitor and review transaction assignments to ensure work is completed timely, accurately, and in accordance with applicable laws, rules, regulations, policies, and procedures.								

Duty Statement

CMD 900-54
(Rev. 09/2024)

	• Ensure integrity of the quality and quantity of work produced, meeting all critical deadlines, and managing the workflow. • Conduct desk audits of staff to ensure timely and accurate processing of personnel and payroll transactions. • Prepare weekly team meetings to discuss upcoming policies and/or review of training as needed.
35%	• Analyze, interpret, and apply applicable laws, rules, regulations, Memorandum of Understandings (MOUs), State Controller's Office (SCO) Payroll and Personnel Letters, California Department of Human Resources' (CalHR) Human Resources (HR) Manual, CalHR Pay Letters, and California Public Employee Retirement System (CalPERS) Circular Letters governing overall personnel and payroll transactions, and disseminate to staff. • Provide guidance on the interpretation of technical resources including the Personnel Specialist Desk Manual, CMD Administrative Manual, MOUs, Control Agency letters, CalHR Manual, CalPERS Circular Letters, and CalHR laws rules, and regulations. • Monitor, analyze, and evaluate the effectiveness of processes and procedures. • Identify problem areas, develop strategies to resolve problems, and implement solutions and/or make recommendations to management on operational improvements. • Develop and implement new procedures to ensure staff understand and complete work assignments accurately and consistently, meeting established deadlines. • Provide training and technical expertise on the full range of PS duties including but not limited to appointments, separations, miscellaneous change transactions, payroll forms, salary determinations, inputting data into the State Controller's Personnel Information Management System (PIMS), Affordable Care Act System (ACAS), and the California Leave Automated System (CLAS). • Coach and mentor staff in assisting departmental employees with benefit information including but not limited to health, dental, vision, long term disability, Group Legal, Flex Elect, Consolidated Benefits. • Resolve the most complex and difficult personnel and payroll related transaction issues. • Provide technical expertise to all levels of departmental staff to ensure accurate information is relayed.
10%	• Effectively communicate with the public, management, departmental employees, and control agencies on payroll and transactions related issues. • Conduct and attend regular staff meetings and HR forums, relaying pertinent and clear information to staff, management, and stakeholders. • Write clear and concise memos and letters of instruction and/or prepare reports for management. • Present recommendations to management for process improvements to improve efficiency and eliminate redundancies.
Non-Essential/Marginal Functions:	
5%	• Other duties as assigned.
Knowledge, Skills, and Abilities:	
Knowledge of: Current office methods, procedures, equipment, and basic math principles and laws, rules, regulations, and bargaining contract provisions affecting personnel record keeping, personnel transactions, payroll, and certification processes used in State departments and a supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.	
Skills: N/A	
Ability to: Think logically, multitask, and apply laws, rules, regulations, and bargaining contract provisions concerning personnel transactions; independently interpret and use reference material; give and follow	

Duty Statement

CMD 900-54
(Rev. 09/2024)

directions; gather data; design and prepare tables, spreadsheets, and charts; advise employees of their rights; consult with supervisors on alternative actions which they may take on various transaction situations; communicate effectively; operate a computer keyboard/terminal; establish and maintain cooperative working relations with those contacted during the course of the work; organize and prioritize work; create/draft correspondence; maintain personnel records and represent the department on intra/interdepartmental teams; coordinate a variety of personnel/payroll transactions; research critical transactions and recommend alternative solutions and plan, organize, direct, and evaluate the work of subordinate staff; analyze work processes, evaluate suggestions, and develop and implement effective courses of action; effectively present ideas and recommendations; develop subordinate staff and assess training and developmental needs; effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

Required Qualifications:

Desirable Qualifications:

- Apply and interpret complex civil service laws, rules, regulations, policies, and collective bargaining agreements
- Lead large-scale technical projects, coordinate multi-layered project tasks, and meet strict external and internal deadlines.
- Communicate effectively, both orally and in writing, to technical project teams, state agency partners, and internal staff.
- Establish and maintain cooperative working relationships with SCO project staff, department managers, and transactions personnel.

Work Environment:

- Primarily office-based with regular use of computers, telephones, and standard office equipment

Physical/Mental Abilities:

- Ability to sit or stand for extended periods while performing clerical and administrative tasks.
- Occasional lifting or moving of office supplies, files, and equipment up to 20 pounds.
- Requires physical mobility, including reaching, turning, kneeling, and bending to access files, equipment and storage areas.

Equipment Used:

- Standard office equipment, including computer, keyboard, mouse, monitor, printer, and scanner.
- Telephone, headset, and videoconferencing equipment for virtual meetings.
- Copier, fax, and other common office tools as needed.
- State vehicle for occasional travel to meetings and training.

Employee Certification:

This duty statement reflects the typical duties of the essential functions described for the position. It is not considered an all-inclusive list of work requirements. I have read and discussed the duties of this position with my supervisor and understand I may perform other duties as assigned, including but not limited to, work in other functional areas to cover absences, peak work periods, or balance workload.

I certify I possess qualifications, including but not limited to, integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others. Additionally, I am able to perform the assigned duties with or without reasonable accommodation. Should I have any concerns performing the assigned duties, I will discuss them with the hiring manager who will provide information for the Return-To-Work Coordinator.

I have read the duty statement and discussed the duties with my supervisor.

Employee Name (Print)

Signature

Date

Duty Statement

CMD 900-54
(Rev. 09/2024)

Supervisor Statement: I have discussed the duties outlined in the duty statement and provided a copy to the employee.		
Supervisor Name (Print)	Signature	Date
State Personnel Office Use Only		
State Personnel Certification: Approval		
C&P Analyst Name (Print)	Signature	Date