



DUTY STATEMENT

Request for Personnel Action (RPA) Number ERPA-2627-00061	Effective Date
Classification Title Administrator I, FTB	Position Number 564-182-4358-004
Working Title Supervisor, Timekeeping and Employee Services Unit	Bureau and Section Business and Human Resources Bureau Personnel Services Section

Our mission is to help taxpayers file timely and accurate tax returns and pay the correct amount to fund services important to Californians. To support this mission, FTB employees strive to develop in CalHR's Core Competencies: Collaboration, Communication, Customer Engagement, Digital Fluency, Diversity and Inclusion, Innovative Mindset, Interpersonal Skills, and Resilience. Core competencies are the knowledge, skills, and behaviors which are foundational to all state employees regardless of classification.

General Statement

Under the general direction of the Administrator II, the Supervisor of Human Resources (HR) Systems and Reporting Management Unit, Personnel Services Section, the incumbent is responsible for supervising approximately 17 staff within the Timekeeping and Employee Services Unit. This includes the multi-divisional timekeeping team who perform daily and monthly timekeeping activities, including reconciliation of timesheets, monthly calendar, timekeeping reports, processing personnel transactions and documents, performance reports, and other personnel related activities; and the eTime Help Desk that supports the department's timekeeping system, assists Personnel and the timekeeping team with system use issues, answers system-related questions for customers, and partners with Information Technology (IT) for system developments and enhancements. The incumbent works in partnership with Personnel, Fiscal Accounting, Labor Relations, and the various business area's Budget staff. In addition, the incumbent generates various reports from eTime, eHR, and other Personnel systems and works with Personnel staff to obtain State Controller's Office (SCO) Management Information Retrieval System (MIRS) reports; reviews new and updated legislation to determine impact on related processes and procedures; identifies work processes and operational procedures and activities that may be improved; ensures employees, processes, and procedures are following applicable rules, regulations, laws, and bargaining contract agreements in partnership with Labor Relations; and provides on-going education and business expertise on various timekeeping related processes for the department.

Essential Functions

Percentage	Description
60%	Timekeeper Unit Oversee members of the multi-divisional team performing daily and monthly timekeeping activities, including reconciliation of timesheets, monthly calendar, timekeeping reports, personnel transactions and documents, and other personnel related activities. Work in partnership with Personnel, Fiscal Accounting, Labor Relations, and the various business areas Budget staff. Provide on-going education and business expertise on various timekeeping related processes for the department. Supervise, coach, mentor, and evaluate staff performance; provide feedback, inform employees of progress, and issue performance evaluations. Conduct hiring efforts to ensure team is fully staffed.
30%	Employee Services Unit Oversee staff that ensures existing automated timekeeping system complies with changes in laws, rules, and bargaining contracts, and ensures that maintenance is completed to accomplish system improvements. These efforts often include evaluating the impact of new legislation on automated Human Resources (HR) systems and advising management of alternatives for implementing this legislation. Oversee the eTime Help Desk and ongoing user support. Oversee the development and generation of a variety of reports from eTime, eHR, and SCO MIRS or other Personnel applications. Work with other program areas impacted by the eTime system. Provide on-going education and business expertise for the eTime system. Supervise, coach, mentor, and evaluate staff performance; provide feedback, inform employees of progress and issue performance evaluations. Conduct hiring efforts to ensure team is fully staffed.

Marginal Functions

Percentage	Description
5%	Participate in section level budgeting support and strategic/operational planning activities.
5%	Other Personnel-related projects and activities as needed.

Employee:

I confirm that I have read and understand the described duties and functions of this position.

Name (Print)

Signature

Date

Supervisor:

I certify that the above information accurately represents the described duties and functions of this position.

Name (Print)

Signature

Date