

California Department of Tax and Fee Administration

DUTY STATEMENT

☐ CURRENT
☐ PROPOSED

SCHEDULE TO BE WORKED/WORKING HOURS		EFFECTIVE DATE	
CIVIL SERVICE CLASSIFICATION Personnel Supervisor I		WORKING TITLE Personnel Supervisor I	
DIVISION/OFFICE/UNIT Human Resources Bureau/Transactions Section		SPECIFIC LOCATION ASSIGNED TO Headquarters-Sacramento, CA	
SEERA DESIGNATION Supervisory	BARGAINING UNIT 01	WORK WEEK GROUP 2	CERTIFICATES REQUIRED None
FINGERPRINTS/BACKGROUND CHECK REQUIRED ☐ Yes ☒ No	BILINGUAL POSITION ☐ Yes ☒ No	SUPERVISION EXERCISED Yes	
INCUMBENT		POSITION NUMBER (Agency-Unit-Class-Serial) 291-331-1304-	
<i>The mission of the California Department of Tax and Fee Administration is to make life better for Californians by fairly and efficiently collecting the revenue that supports our essential public services.</i>			
POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under general direction of the Personnel Supervisor II, the Personnel Supervisor I is responsible for the effective and efficient operation of the Transactions Section which performs activities that support CDTFAs personnel transactions programs. The Personnel Supervisor I provides supervision, technical expertise, training, and guidance to a team of 4-6 Personnel Specialists (PS). Directs, plans, organizes, prioritizes, assigns, monitors, and reviews staff workload. The Personnel Supervisor I acts as a liaison with control agencies, applies, and interprets Government Code Provisions, collective bargaining agreements, and directives from control agencies. Candidate must be able to perform the following essential job functions with or without reasonable accommodation.			
PERCENTAGE OF TIME SPENT	DUTIES		
40%	<u>ESSENTIAL JOB FUNCTIONS</u> Plans, organizes, evaluates, and directs the work of the staff. Evaluates current processes/procedures, recommends improvements and implement changes as necessary. Supervise a team of PSs in the preparation and processing of a variety of personnel and payroll related transactions. This function includes: providing assistance to staff on the more complex and sensitive issues that pertain to personnel and payroll benefits, participating in the recruitment of new Personnel Specialist positions, review and approve employee time off, review employee staff work, evaluating and preparing employee probationary reports/individual development plans, provide on-the-job training, counseling and when necessary, preparing corrective actions.		
30%	Acts as liaison with control agency staff; applies and interprets Government Code provisions, collective bargaining agreements, and directives/information received from various control agencies (i.e. State Personnel Board, Department of Human Resources, State Controller's Office, and the Public Employees Retirement System), laws, rules, regulations, and policy memoranda, CDTFA policies and procedures and bargaining unit agreements.		
25%	Prepares a variety of correspondence to departmental and control agencies staff relating to personnel transactions, employee benefits, and payroll issues; maintain confidential and sensitive personnel information and documents. Compile various reports for action (e.g. Vacancy Report, State Controller's Office (SCO) Periodic Position Control Report, SCO Retroactivity Report, Non-Industrial Disability Insurance Report, Salary Advance Report, etc. Utilizes, monitors, and submits leave reports via the Timekeeping Application. Processes I-9, Administrative Time Off, and Direct Deposit forms. Prepares statistical and analytical reports for CDTFA management, control agencies and staff; perform special projects, attends training classes and staff meetings and performs other job related duties as necessary.		
5%	<u>MARGINAL JOB FUNCTIONS</u> Acts as Transactions Section Supervisor II in the supervisor's absence. Performs other job related duties as necessary.		

291-331-1304-**WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED FOR THE JOB** *(if applicable):***Work Environment:**

- Office setting with open floor plan and high partitions.
- Position located in a high-rise building.

Physical Abilities:

- Daily use of computer and telephone.

Additional Requirements/Expectations:

- Regular and consistent attendance is a requirement of this position due to heavy and continuous workload.

I have read this duty statement and fully understand that I must perform the Essential Job Functions of my position with or without reasonable accommodation.

PRINT EMPLOYEE NAME

EMPLOYEE'S SIGNATURE

DATE

I certify that the above accurately represents the duties of the position and that I have reviewed these duties with the above-named employee.

PRINT SUPERVISOR NAME

SUPERVISOR'S SIGNATURE

DATE

HRB Approval Date: 05/06/2026**C&P Analyst Initials: GG**