

**DEPARTMENT OF JUSTICE
DIVISION OF ADMINISTRATIVE SERVICES
OFFICE OF HUMAN RESOURCES
PAYROLL AND BENEFIT SERVICES UNIT**

NAME: Vacant

JOB TITLE: Supervisor I

STATEMENT OF DUTIES: Under the general direction of the Supervisor II, the Supervisor I is directly responsible for supervising a team consisting analytical and technical staff in the Department of Justice (DOJ), Office of Human Resources (OHR), Payroll and Benefit Services (PBS) Unit. The Supervisor I is responsible for ensuring staff process human resource/payroll documents timely, accurately, and in accordance with appropriate laws and rules and is responsible for providing regular verbal and written feedback regarding all aspects of transaction work to assigned team members.

SUPERVISION RECEIVED: Reports directly to the Supervisor II, PBS.

SUPERVISION EXERCISED: Directly supervises a team consisting of one or more analysts and Personnel Specialists.

TYPICAL PHYSICAL DEMANDS: Sedentary in nature, personal computer is utilized on a daily basis to perform and/or complete tasks such as creating spreadsheets or presentations, initiating or responding to email, utilizing various software programs, etc. Ability to occasionally lift/move objects (e.g. file boxes) up to 20 pounds.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office or similar environment. At the office may work in an enclosed office or cubicle in a high rise building and smoke-free environment on the seventh floor of the 1300 I Street building.

ESSENTIAL FUNCTIONS

50% Supervises the daily activities of a team of an analyst that provides staff development and a team of technical staff that completes payroll and benefit transactions. Provides guidance, training and mentoring to subordinate staff. Establishes and communicates roles, responsibilities, procedures, policies and guidelines for conduct and performance of tasks. Payroll and benefit transactions involve appointments (including Career Executive Assignment and exempt), separations, positive and negative payroll, shift differential pay, physical fitness pay, employee health/dental/vision/life insurance benefits, leave accounting systems, non-industrial disability leave, bilingual pay, managerial leave buyback, managerial leave, time bank donations, on-line keying to the State Controller's Office (SCO) data base, etc. Ensures work is processed in adherence to the Personnel Action Manual, Payroll Procedures Manual, Memorandum of Understanding (Bargaining

Unit Contracts), State Administrative Manual, and the Barclays California Code of Regulations. Ensures correct and timely payment of wages in accordance with Gov. Code, § 18003.

- 20%** Identifies and resolves complex transaction issues and problems. Analyzes processes as a result of changes mandated by collective bargaining, control agency correspondence and/or departmental responsibilities, identifies required changes and impact to existing processes, and makes recommendations for implementing changes. Develops and implements appropriate courses of action, which includes writing policy and procedures for PBS staff, other OHR staff, program staff and/or all employees. Interprets and implements changes of laws, rules and procedures of the California Department of Human Resources, SCO, and DOJ by communicating with staff orally and in writing, and by directing and informing staff positively of current and upcoming changes. Interpret upper management requests, conduct appropriate and thorough research, and provide upper management the requested information in a timely manner. Handles most complex Payroll and Benefits-related issues on behalf of the Personnel Specialists and/or the PBS. Communicates verbally and in writing with the various control agencies to resolve various issues and obtain information
- 10%** Communicates with management by keeping them apprised of potential problems or issues and provides adequate follow-through on identified issues. Compiles and submits information for necessary reports or prepares special reports when required.
- 10%** Attends regularly established meetings with OHR teams, departmental programs, supervisors of the OHR, and PBS staff. Leads monthly team meetings to share information related to office procedures and/or PBS procedures.
- 5%** Assists in various training sessions conducted by the OHR. Coordinates the preparation of files and documents for archiving.
- 5%** Completes probationary and annual appraisals for subordinate staff.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

- ☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- ☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- ☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- ☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Employee's Signature Date

Supervisor's Signature Date

Revised 05/2026