

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California Health Care Facility (CHCF)		POSITION NUMBER (Agency-Unit-Class-Serial) 190-261-1304-002		MCR / HCR 1	
DIVISION / UNIT Division of Adult Institutions Personnel		CLASSIFICATION TITLE Personnel Supervisor I			
		WORKING TITLE Personnel Supervisor I			
		TIME BASE / TENURE P / FT	CBID S01	WWG 2	COI Yes ☐ No ☒
LOCATION Stockton, CA		INCUMBENT		EFFECTIVE DATE	
CDCR'S MISSION, VISION and COMMITMENT					
Mission To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment. Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs. Commitment CDCR and CCHCS are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities. CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.					
DIVISION OVERVIEW					
The Personnel Office at the California Health Care Facility is responsible for processing, coordinating and implementing Personnel policies and procedures related to payroll, benefits, return to work, and hiring and recruitment.					
GENERAL STATEMENT					
Under the general direction and supervision of the Personnel Supervisor II (PSII), the Personnel Supervisor I is responsible for the direct supervision of transactions staff, auditing transactions and ensuring compliance with control agencies; reviews and disseminates rules and regulation changes relative to personnel transactions; coordinates and gathers data for various reports.					
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.				

35%	Supervises staff in daily personnel transactional and support activities; plans, organizes, and directs personnel workload to ensure timely processing; assists as a staff and resources specialist regarding the transactions program including the laws, rules, regulations, and resources; assists the PSII in reviewing the most difficult and complex personnel transactions; liaison with staff and employees/public in disputes and questions regarding personnel transactions; ensures the State of California Privacy Act and Officer Bill of Rights are understood and proper procedures are followed; handles all employee issues in a confidential manners; provides back-up for the PSII during her absence. Completes review of transactions teams PAR's, audits and reports ensuring proper proof of practice and completed staff work.
30%	Provides continuous and complex training to staff on technical materials requiring constant revision and continuous updates, including but not limited to decentralized personnel documentation and computer operation, employee benefits and services, new employee orientation, employee separations/retirements, personnel policies and requirements and time and attendance record keeping procedures. Keeps abreast of Bargaining Unit Contracts.
15%	Conducts weekly meetings with staff, interviews subordinates and completes annual and probationary performance reports on a timely basis; may attend weekly supervisory meetings with Institutional Personnel Officer; performs various special projects as directed; provides various reports to the PSII as requested.
10%	Responds to internal (CDC) and external (control agencies) inquiries related to CHCF personnel and payroll transactions program. Attends internal (Staff and user group) and external (State Controller's Office transaction group) meetings. Prepares training agendas and conducts In-Service Training on personnel and payroll transactions program issues. Plan, organize, direct, and evaluate the work and performance of staff. This includes, but is not limited to, the following: Comply with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including, but not limited to: hiring, employee development, and management. Recruit, hire, train, develop, and provide leadership to diverse staff. Monitor, evaluate, and create written performance appraisals of staff. Counsel staff and initiate disciplinary actions, as necessary. Identify appropriate long-range plans and goals to address succession planning and knowledge transfer.
10%	Respond to inquiries from staff and the public, attend staff meetings, In-Service-Training and off-site training. Prepares various reports as required. Ensure staff are enrolled in training classes as needed. Keep staff apprised of all policy changes. Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time and submit timesheets by the due date. Knowledge and Abilities: Knowledge of: 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. 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 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. Special Personal Characteristics: A demonstrated interest in assuming increasing responsibility.
SPECIAL PERSONAL CHARACTERISTICS	

190-261-1304-002

- Influence, change, and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts through observation and building rapport.
- Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.
- Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.
- Ability to build trust, improve communication, and assist with the transformation of correctional culture.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all incarcerated people, visitors, non-employees, and employees shall be made aware of this.

CONSEQUENCE OF ERROR

- Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and timeline goals, and varying degrees of negative financial impacts to the department.

To be reviewed and signed by the supervisor and employee:**EMPLOYEE'S STATEMENT:**

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE

SUPERVISOR'S STATEMENT:

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE