

DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

PART A	
Position No: 830-440-4800-010	Date:
Class: Supervisor I	Name:
Under the direction of the Supervisor II, Human Resources Branch (HRB), the Supervisor I, is directly responsible for supervising, planning, directing, and organizing all areas of the California Department of Veterans Affairs (CalVet) Performance Management Unit. Specific duties include, but are not limited to:	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
35%	Provide the full range of supervision to staff assigned to the Performance Management Unit (PMU), which is responsible for management consultation on employee performance and recommendations on employee disciplinary issues, employee performance evaluations and other related services for the HRB in concert with state law and State Personnel Board precedential decisions. Ensure appropriate preventative, corrective, and disciplinary steps are followed by CalVet managers and supervisors. Advise departmental management regarding the most sensitive employee situations; delegate to PMU staff the less sensitive and/or routine management advice regarding employee situations. Review and provide edits to drafted disciplinary documents and other written communications. Provide technical advice and recommendations to resolve specific performance management issues. Work in conjunction with CalVet Legal Office, Labor Relations, Human Resources staff regarding complex performance management issues.
20%	Work collaboratively with the CalVet Legal office in preparing and representing the department in administrative personnel matters before the State Personnel Board and California Department of Human Resources, attend settlement conferences and evidentiary hearings which may result in subsequent litigation. Conduct negotiations for the resolution of such matters.
20%	Research and develop new and streamlined processes, procedures and tools related to performance management issues, make recommendations and revisions as appropriate. Gather and analyze staff workload data and utilize various resources to measure feedback from CalVet management. Assist PMU staff with researching performance issues for alternatives and impact on the department, make recommendations which best suit the needs of the Department, prepare documentation to support changes.
10%	Develop, implement and provide performance management training. Update training related materials (PowerPoint presentations, handouts, job aids, manuals). Identify and evaluate training needs and recommend appropriate options and alternatives.
10%	Provide leadership and direction to PMU staff. Evaluate performance, provide feedback and training opportunities, mentor and coach staff. Conduct regular staff/unit meetings and/or 1:1's. Complete all annual performance evaluations/probationary reports timely. Successfully complete all mandatory supervisory training/Relias training on a timely basis. Participate on examination and hiring interview panels. Select and train staff. Perform special projects as requested by HRB management.

	As a member of the HR management team, represent the department in meetings on sensitive and significant issues with CalVet Headquarters, Homes and control agencies. Provide consultative services.
NON-ESSENTIAL FUNCTIONS	
5%	Performs other job-related duties within the scope of the classification.
OTHER	
Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times. Some travel required.	

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PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS				
Activity	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: View computer screen; prepare various forms, memos, reports, letters, and proofread documents.				X
HEARING: Answer telephone; communicate with Administration, department managers, and department staff; provide verbal information.				X
SPEAKING: Communicate with staff and the public in person and via telephone; interact in meetings.				X
WALKING: Within the department to various units.		X		
SITTING: Work station; meetings; training.				X
STANDING: Copy documents; review records.		X		
BALANCING:	X			
CONCENTRATING: Provide information; prepare various forms and documents; research laws, rules and processes.				X
COMPREHENSION: Understand employee needs as it relates to training; laws, rules, regulations, policies and procedures; content of meetings, trainings and work discussions.				X
WORKING INDEPENDENTLY: Must be able to apply laws, rules and processes with minimal guidance.				X
LIFTING UP TO 10 LBS:				X
LIFTING 10-25 LBS:	X			
LIFTING 25-50 LBS:	X			
FINGERING: Push telephone buttons, calculator keys, and computer keyboard.				X
REACHING: Answer telephone; use a mouse; retrieve documents from printer.		X		
CARRYING: Transport documents.	X			
CLIMBING: Stairs.	X			
BENDING AT WAIST: Use copier; access low file drawers.		X		
KNEELING: Access low file drawers.	X			
PUSHING OR PULLING: Open and close file drawers.		X		
HANDLING: Sort and distribute documents.				X
DRIVING: Special events.	X			
OPERATING EQUIPMENT: Computer, telephone, copier, printer, fax machine.				X
WORKING INDOORS: Enclosed office environment				X
WORKING OUTDOORS: Special events.	X			
WORKING IN CONFINED SPACE: File, supply, storage rooms, etc.	X			

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation.

Employee signature _____ Date _____

Supervisor signature _____ Date _____

Human Resources signature _____ Date _____