



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Administrative Services	Supervisor I	549-066-4800-915
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Human Resources	Specialty Pay Supervisor	S01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Transactions Unit	Sacramento, CA	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
Under the general direction of the Supervisor II, the Supervisor I supervises and manages assigned Human Resources systems, position control, compliance, Form 700, and compensation programs. The incumbent Directs and leads the Department's position control, reporting, and HR compliance functions to ensure fiscal integrity, regulatory adherence, and effective workforce management. Oversees payroll trend analysis, compliance dashboards, organizational reporting, and reconciliation of authorized positions using SCO Position Control reports and FI\$Cal, while ensuring consistency across position authority, Tempo records, filled/vacant status, and budget allocations. Reviews and authorizes position establishments, reorganizations, and abolishment's (STD. 607); coordinates closely with the Budget Office, CalHR, SCO, and Department of Finance (DOF) on funding alignment, approvals, and position-control matters; and prepares executive dashboards and briefings that communicate fiscal impacts, compliance exposure, and strategic workforce projections. Provides supervisory and technical leadership to Senior Personnel Specialists and analytical staff, develops procedural guidance and training, leads HR audits and process-improvement initiatives, and establishes quality-assurance standards for personnel transactions. Maintains policy and internal-control oversight for specialized HR programs (Workers' Compensation, SDI/NDI, Military Benefits, Leave Buy-Back, disability claims, special pay, etc.), administers the Department's Form 700 program to ensure FPPC compliance, and offers authoritative guidance on regulatory interpretation, risk mitigation, and corrective actions.		
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
35%	Position Control & Reporting Directs and manages the Department's payroll trend analysis, compliance dashboards, and organizational reporting to ensure fiscal integrity and alignment with authorized budgets. Oversees the Position Control Program, maintaining and reconciling authorized position data using the State Controller's Office Position Control Report and FI\$Cal, and ensuring consistency among position authority, Tempo records, filled/vacant status, and budget allocations. Reviews and authorizes position establishments, reorganizations, and abolishment's (STD. 607) in compliance with state regulations, DOF approvals, and departmental policies. Coordinates with the Budget Office to confirm funding alignment, conducts vacancy analyses, salary-savings forecasting, staffing trend assessments, and workforce planning, and provides technical guidance to HR staff and program managers on position allocation matters. Serves as liaison with CalHR	

	SCO, and DOF on position-control activities, and prepares executive dashboards and briefings that summarize fiscal impacts, compliance exposure, and strategic workforce projections.
25%	Form 700 Reporting and Compliance Responsible for ensuring timely, accurate disclosure and strict compliance with FPPC regulations by establishing and maintaining clear procedures for identification of designated positions, distribution of filing instructions and deadlines, and secure collection and retention of filings; review submitted forms for completeness and potential conflicts of interest, coordinate follow-up and corrective actions with filers, provide or arrange regular training and guidance on disclosure rules and gift/conflict policies, maintain confidentiality and proper records retention, escalate complex or unresolved conflicts to legal counsel or agency ethics officers, liaise with the Fair Political Practices Commission and internal auditors during reviews or investigations, and implement continuous process improvements (including secure electronic filing where available) to reduce errors and ensure transparent, defensible compliance across the department.
25%	Supervisory & Technical Program Oversight Directly supervises Senior Personnel Specialists and analytical staff responsible for systems administration, transaction oversight, reporting, compliance monitoring, and specialized HR programs. Provides technical leadership and oversight for Tempo administration, position control, and personnel transaction processing by developing and maintaining desk manuals, training materials, and procedural guidance. Leads HR audits, continuous process-improvement initiatives, and internal control reviews to strengthen operational efficiency and mitigate compliance risk. Establishes quality-assurance standards, monitors staff performance, and ensures lawful, consistent, and timely processing of personnel actions across the Department.
10%	Policy Development, Compliance & Specialized Program Oversight Develops and implements HR policies and internal controls for systems administration, position control, personnel transactions, and regulatory compliance. Maintains managerial oversight of specialized HR programs; Workers' Compensation, State Disability Insurance (SDI), Non-Industrial Disability Insurance (NDI), Military Benefits, Leave Buy-Back, disability claims coordination, special pay, and related benefit/compensation matters; ensuring adherence to CalHR regulations, SCO procedures, bargaining-unit agreements, and departmental directives. Oversees administration and compliance monitoring of the Department's Form 700 (Statement of Economic Interests) program to ensure timely, accurate filings that meet the Political Reform Act and FPPC requirements. Provides authoritative guidance on regulatory interpretation, risk exposure, and corrective actions for benefits, compensation, and ethics compliance
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.
TYPICAL WORKING CONDITIONS	
TELEWORK DESIGNATION	
This position is designated as: (Check one)	
☒ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☐ Not Telework Eligible	
SPECIAL REQUIREMENTS:	

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.

SUPERVISOR STATEMENT:

I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.

SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE

EMPLOYEE STATEMENT:

I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE