

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Supervisor I	Manuals Unit Manager
NAME OF INCUMBENT:	POSITION NUMBER:
<i>Click here to enter text.</i>	280-309-4800
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Manuals Unit	Yolanda Gaither
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Central Office, ARU 309	Supervisor II
BRANCH:	REVISION DATE:
Disability Insurance Branch	8/25/2026
Duties Based on: ☐ FT ☐ PT– Fraction _____ ☐ INT ☐ Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
Check all that apply: ☐ Conflict of Interest Filing (Form 700) Required ☐ May be Required to Work in Multiple Locations ☐ Requires DMV Pull Notice ☐ Travel May be Required ☐ Call Center/Counter Environment ☒ Requires Fingerprinting & Background Check ☐ Bilingual Fluency (<i>specify below in Description</i>) ☐ Other (<i>specify below in Description</i>)	
Description of Position Requirements: (e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.) <i>Click here to enter text.</i>	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Summary Statement: (Briefly describe the position's organizational setting and major functions)	
Under direction of the Forms Management and Manuals Group Manager, the employee manages and provides leadership for the Manuals Unit, including planning, facilitating, and coordinating unit activities. The employee supervises analysts who are responsible for development of the manuals for the State Disability Insurance , Non-Industrial Disability Insurance, and the Paid Family Leave programs. The incumbent ensures that products and decisions are based on input and data from all the appropriate stakeholders and are consistent with Employment Development Department (EDD) and Disability Insurance Branch (DIB) goals and objectives. The employee participates in the hiring of staff and is responsible for working within and tracking the unit's budget allocation. The employee completes probation reports and individual development plans and initiates necessary personnel actions on a timely basis. The employee coaches and mentors staff to develop the skills necessary to be successful in their job and meet their career goals and objectives. The employee plays a leadership role in presentations at meetings with other EDD entities, representatives of the Director's Office, and program partners and stakeholders. The employee is	

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an active, integral member of the central office management team and branch leadership team, and supports and takes ownership of all management decisions.

Percentage of Duties	Essential Functions
25%	Directly supervise unit staff. Prioritize and make assignments that are appropriate to staff classification and skills. Motivate, coach, and prepare staff for assignments. Provide leadership in creating a quality environment, which includes the participation of staff in the planning and improvement of work processes and tools.
20%	Complete personnel and staff development evaluation reports and ensures each staff member has a training plan with goals and objectives. Ensure that appropriate, timely personnel action is taken, when necessary, and conforms to state administrative procedures and standards.
20%	Lead, facilitate, coordinate, and evaluate unit activities. Ensure quality work processes are in place including assessment of those processes and improvement, when necessary. Make effective use of staff resources. Provide staff with the equipment, materials, and information to successfully complete assignments. Ensure assignments are completed timely and meet the needs of internal and external customers.
10%	Actively participate in the DIB management activities and decision-making processes. Take leadership opportunities in meetings or on assignments. Works to build team oriented environment. Share information with unit staff on a timely basis.
10%	Provide regular updates to the Group manager and Section management team on projects, major assignments and important issues. Brief the Group manager on any highly sensitive issue or situation immediately. Attend DIB meetings prepared to participate and share information. Brief the Group manager on critical issues ahead of meetings.
5%	Perform administrative duties including budget planning and tracking, interviewing and hiring of new employees and reviewing reports.
5%	Make presentations and represent the DIB in meetings with other EDD entities, DIB management and staff, other state departments, program partners and stakeholders.
Percentage of Duties	Marginal Functions
5%	Performs other duties, as assigned.

4. WORK ENVIRONMENT *(Choose all that apply)*

Standing: Occasionally - activity occurs < 33%	Sitting: Frequently - activity occurs 33% to 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%

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Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%	
Other: <i>Click here to enter text.</i>		
Type of Environment: ☒ High Rise ☒ Cubicle ☐ Warehouse ☐ Outdoors ☐ Other:		
Interaction with Customers: ☐ Required to work in the lobby ☐ Required to work at a public counter ☒ Required to assist customers on the phone ☐ Required to assist customers in person ☐ Other:		
5. SUPERVISION EXERCISED: (List total per each classification of staff)		
Directly 3 Analyst I/II		
6. SIGNATURES		
Employee's Statement: <i>I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.</i>		
Employee's Name:		
Employee's Signature:		Date:
Supervisor's Statement: <i>I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.</i>		
Supervisor's Name:		
Supervisor's Signature:		Date:
7. HRSD USE ONLY		
Classification and Pay Group (CPG) Approval		
☒ Duties meet class specification and allocation guidelines.	CPG Analyst Initials	Date Approved
☐ Exceptional allocation, STD-625 on file.	AF	9/8/2026
Reasonable Accommodation Unit use ONLY <i>(completed after appointment, if needed)</i> <i>If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.</i> List any Reasonable Accommodations made:		

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file