

DUTY STATEMENT
TECH 052 (REV. 02/2018)

26-039

ALERT: This form is mandatory for all Requests for Personnel Action (RPA).**INSTRUCTIONS:** Before completing this form, read the instructions located on last page.**Section A: Position Profile**

A. DATE 9/2/2026	B. APPOINTMENT EFFECTIVE DATE	C. INCUMBENT NAME Vacant
D. CIVIL SERVICE CLASSIFICATION Supervisor I		E. POSITION WORKING TITLE Payroll and Benefits Manager
F. CURRENT POSITION NUMBER 695-244-4800-006		G. PROPOSED POSITION NUMBER (Last three (3) digits assigned by HR) 695-244-4800-XXX
H. OFFICE / SECTION / UNIT / PHYSICAL LOCATION OF POSITION Office of Administrative Services/Human Resources/Personnel Services/Payroll and Benefits/Rancho Cordova		I. SUPERVISOR NAME AND CLASSIFICATION Vacant, Supervisor II
J. WORK DAYS / WORK HOURS / WORK SHIFT (DAY, SWING, GRAVE) MONDAY THRU FRIDAY 8:00 AM – 5:00 PM	K. POSITION REQUIRES:	FINGERPRINT BACKGROUND CHECK ☐ YES ☒ NO DRIVING AN AUTOMOBILE ☐ YES ☒ NO

Section B: Position Functions and Duties

Identify the major functions and associated duties, and the percentage of time spent annually on each (list higher percentages first).

	Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.) ☐ Business Technology Management ☐ IT Project Management ☐ Client Services ☐ Information Security Engineering ☐ Software Engineering ☐ System Engineering
	Under the general direction of the Supervisor II, the Payroll and Benefits Manager, Supervisor I, is responsible for planning, coordinating and supervising the staff in the areas of worker's compensation, Non-Industrial Disability Insurance (NDI) and State Disability Insurance (SDI) programs, benefits and payroll transaction functions. The Supervisor I will continually measure and monitor the needs of our customers and identify any areas needing improvement.
40%	Essential Functions Perform day-to-day supervisory activities for Payroll and Benefits: • Supervise and coordinate the workflow of Personnel Specialists/Senior Personnel Specialists. • Audit work to ensure that it is processed in adherence to the Payroll Procedures Manual (PPM), Bargaining Unit Contracts, Personnel Action Manual (PAM), State Administrative Manual (SAM), State Controller's Office (SCO) and the California Department of Human Resources (CalHR) Manual and California Public Employees Retirement System (CalPERS). • Promote proactive approaches to provide services, including developing and evaluating processes to enhance delivery of services to customers. • Develop plans to accomplish unit goals and objectives in accordance with organization mission and strategic plan. • Develop and update duty statements for unit employees as needed, establish performance expectations, complete individual development plans annually, complete probationary reports in a timely manner and other performance management activities including adherence to the State's progressive discipline policy including taking corrective or disciplinary action as necessary. • Responsible for making informed and defensible administrative and personnel management decisions in accordance with Department and state policies, personnel-related laws, rules, established departmental administrative processes and procedures, and collective bargaining agreements. • Ensure subordinate employees comply with all departmental policies, standard office operating procedures, and Department and Agency protocol. • Encourage team building, facilitate cross training and promote continuous improvement; Use motivation techniques, provide training for employees, and create a positive climate for change. • Foster methods of creative decision-making and problem solving and provide continuous feedback to employees.

30%

- Provide on-the-job training as appropriate and introduce new Personnel Specialists to the State's payroll system, using various control agency laws, rules, policies and procedures.

Oversee the daily operations of Payroll and Benefits:

- Manage and ensure monthly disbursement of the Department of Technology payroll, including garnishments.
- Personally respond to and resolve transaction payroll and benefit issues/problems.
- Ensure the processing of new hires, temporary workers, transfers, promotions and separations are accurate and timely, in accordance with established internal turnaround period.
- Ensure that all personnel transactions are properly documented, subject to control agency audit.
- Respond to inquiries from SCO, CalPERS, and CalHR related to transactions functions.
- Responsible for record retention and the maintenance of payroll and leave accounting records, official personnel files, and other HR related files and documents.
- Demonstrate continuous effort to improve customer service, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Critically review and analyze current procedures in order to recommend and implement changes leading to best-practice operations.

25%

Personally Perform the more sensitive and complex personnel transactions tasks:

- Review and/or perform all personnel transactions payroll and benefits for Headquarters and the Directorate, including CEA and Exempt appointments.
- Prepare AdHoc management reports as requested, including MIRS reports.
- Serve as technical resource/expert for the Payroll Unit job functions.
- Provide input to Human Resources policy recommendations.
- Maintain and serve as the Department's Security Monitor.

5%

Marginal Functions

- Attend meetings and represent the department at various administrative proceedings and organizational groups.
- Perform other related duties as assigned including, but not limited to: serves on committees, special work teams, and task forces related to administrative services and Department activities; reviews, evaluates, reports on the effectiveness of, and recommends revisions to administrative practices, procedures, policies and assists in developing documents and materials as recommended by management.

Work Environment Requirements

- The work environment often operates at a fast pace where demands require managing multiple high priorities simultaneously, each with tight deadlines.
- May be required to work outside of normal work schedule.
- Travel may be required in the Sacramento area for meetings and/or training.

Allocation Factors

Supervision Received:

The Supervisor I receives general directions from the Assistant Human Resources Chief, Operations, Supervisor II, in terms of policy and process guidance and performs all tasks independently.

Actions and Consequences:

The Supervisor I is expected to independently interact with program managers to resolve complex issues and recommend appropriate action. This position requires accurate setting of priorities, excellent organizational skills, excellent communication skills and accurate assessment of problems and possible resolutions. Failure to demonstrate proper judgment, tact and poise may result in control agency findings and loss of delegation, grievances, and potential litigation.

Personal Contacts:

The Supervisor I has frequent and regular contact with supervisors, managers, executive staff, and the Chief Counsel to obtain and provide information. They also communicate with program staff of the various control agencies such as the SCO, CalPERS, CalHR to obtain and provide information and partner in resolving complex personnel transaction issues.

Administrative Responsibility:

The Supervisor I is responsible for hiring, training, leading and evaluating staff. They are also responsible for ensuring a cooperative team environment in the Payroll Unit and the HR Branch as well as with our customers.

Supervision Exercised:

The Supervisor I is a first line supervisor, personally performing the most difficult and sensitive personnel transactions tasks as needed. The incumbent directs Personnel Specialists/Senior Personnel Specialists in the activities of the unit.

Other Information**Desirable Qualifications:**

Strong background in SCO payroll systems, personnel transactions, disability processing, benefits and leave accounting.

- Knowledge of CalHR law/rules/regulations/policies and procedures.
- Communicate clearly and effectively with technical and non-technical users, translating complex HR laws/rules/policies/procedures into layperson terms.
- Ability to work within the control agencies' laws and rules to achieve the goals of the Department's management.
- Knowledge of computerized management information systems, and experience using Microsoft Excel, Word, Visio and Outlook. PeopleSoft Human Resource System and Service Now.
- Manage multiple priorities in a fast-paced work environment.
- Ability to think outside-of-the-box.
- Excellent organizational and multi-tasking skills.
- Strong and effective management and leadership skills.
- Manage and mentor a unit of multi-disciplinary Personnel Specialists and Senior Personnel Specialists.
- Strong interpersonal, verbal communication and writing skills.
- Regular and consistent attendance is a requirement of this position due to time sensitive workload.
- Ability to encourage team building, facilitate cross training and promote continuous improvement.
- Ability to use motivation techniques and create a positive environment for change in order to provide outstanding customer services to our employees.

INCUMBENT STATEMENT: I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

INCUMBENT NAME (PRINT)

INCUMBENT SIGNATURE

DATE

SUPERVISOR STATEMENT: I have discussed the duties of this position with the incumbent.

SUPERVISOR NAME (PRINT)

SUPERVISOR SIGNATURE

DATE