

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Personnel Supervisor II

POSITION NUMBER:

800-693-1314-002DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)***Administration / Human Resource Services**BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)***Payroll and Benefits Section**

SUPERVISOR'S NAME:

Jewell Stewart

SUPERVISOR'S CLASS:

Supervisor ISPECIAL REQUIREMENTS OF POSITION *(CHECK ALL THAT APPLY)*:

- ☐ Designated under Conflict of Interest Code.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Performs other duties requiring high physical demand. *(Explain below)*
- ☒ None
- ☐ Other *(Explain below)*

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED *(Check one)*:

- ☐ None ☒ Supervisor ☐ Lead Person ☐ Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.**6 Personnel Specialists**Total number of positions for which this position is responsible: **six****FOR LEADPERSONS OR TEAM LEADERS ONLY:** Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

The California Department of Social Services (CDSS) employees are our most important resource in serving California's needy and vulnerable children and families. We partner with our employees, our managers and supervisors to select, hire, develop and maintain the best professional workforce in state service.

The Payroll & Benefits Section performs payroll transactions and benefits functions for the Department including processing employee appointments, separations, workers' compensation, State Disability Insurance (SDI), Non-Industrial Disability Insurance (NDI), accounts receivables, salary determinations, leave balances, Catastrophic Leave and other miscellaneous personnel transactions.

CONCEPT OF POSITION:

Under general direction of the Supervisor I, the PS II provides supervision over the Payroll Unit. The PS II is responsible for planning, organizing, directing, developing, guiding monitoring, and evaluating staff and activities. The PS II provides technical expertise and high-level direction with the more complex and sensitive personnel transactions. The PS II must apply State laws, rules, regulations, and bargaining contract provisions concerning personnel transactions. The PS II is responsible for maintaining uniform personnel and payroll functions. The PS II must exercise a high degree of initiative and complete transaction-related matters with a high degree of autonomy.

A. RESPONSIBILITIES OF POSITION:

40% Provides supervision, guidance, evaluation, and training to subordinate staff. Supervises the workflow to ensure all documents are processed timely and accurately per Departmental and control agency requirements. Coaches, mentors, and develops staff to meet the full range of duties and build capacity. The PS II provides direction on interpreting and implementing all pertinent laws, rules, policies, and procedures relating to personnel and payroll functions. Ensures tasks and documents are completed and submitted accurately and timely and various cutoff or deadlines are met.

The PS II keeps abreast of Departmental and control agency changes that impact salaries, classifications, alternate range changes, leave accruals and usage, and special pay. The PS II analyzes this information to administer changes using various resources including, but not limited to the California Department of Human Resources (CalHR), State Controller's Office (SCO), State Compensation Insurance Fund, State Personnel Board (SPB) Laws, Government Codes, and Collective Bargaining Contracts.

30% Provides guidance and assistance on the more difficult or complex payroll transactions and processing of payment and other miscellaneous transactions. Provides guidance and direction with employment history updates, restoration of leave credits, reconciliation of monthly attendance reports, processing supplementation of leave credits, and preparing payroll documents.

Oversees preparation and submission of reports, special projects, and assignments from subordinate staff. Ensures accurate information is provided to customers, carriers, and control agencies when resolving issues. Ensures that administration of Catastrophic Leave/Transfer of Leave Credits is processed within established procedures.

10% Assists and facilitates the hiring process by screening applications, conducting interviews, evaluating, and recommending candidates for appointment. Oversees and prepares timely and accurate performance evaluations for staff. Provides staff development to maintain the level of expertise to achieve goals and objectives. Encourage, communicates, and motivates staff for future talents. Initiates and participates in the progressive discipline process to correct and improve staff's performance, behavior, or attendance.

10% Assists with and oversees internal and external audits and ensures 100% compliance with any audit findings. Ensures concerns and complaints are monitored and resolved timely and appropriately. Works with accounting staff to resolve payroll, wage garnishments, salary advances, and unreleased warrants.

5% Develops, reviews, and provides recommendations to improve, implement, and streamline processes, procedures, practices, and delivery of services by monitoring the effectiveness and providing critical feedback to staff and management.

5% Oversees and maintains rosters, internal calendars, and phone lists for the Unit. Acts as a backup to other supervisory staff in their absence. Attends and participates in various forums. Contacts other agencies when necessary to obtain information to solve complex matters. Other duties as required by the position.

B. SUPERVISION RECEIVED:

Working under general direction from the Supervisor I. The PS II is expected to keep their supervisor informed of progress and potential issues, along with providing recommendations and solutions. The PS II must exercise independence, initiative and resourcefulness in carrying out the responsibilities of the position.

C. ADMINISTRATIVE RESPONSIBILITY:

Directly supervises Personnel Specialists. Acts as the Supervisor I in their absence. Must maintain professional interactions.

D. PERSONAL CONTACTS:

The PS II will have contact with all levels of Departmental staff. Will also have contact with the general public, federal and state agencies, including but not limited to SCO, CalPERS, SPB, CalHR and SCIF.

E. ACTIONS AND CONSEQUENCES:

Must exercise good judgment and sound decision making. Poor judgment/decisions can adversely affect pay and benefits resulting in Federal Labor Standard Act violations. Non-compliance of laws and rules can result in employees not being paid timely, create delays in services, and create formal/informal grievances. Must use appropriate safeguards at all times to protect confidential, sensitive and personal (CSP) information for all Department employees. Failure to protect CSP information could damage the Departments' reputation and result in lawsuits.

F. OTHER INFORMATION:

The PS II must be able to work efficiently and effectively under deadlines and pressure; possess strong leadership, organizational and communication skills (both written and verbal). The PS II must have excellent customer service skills and the ability to handle difficult or sensitive situations in a professional and tactful manner. Must respond timely, effectively and efficiently to customers, peers and/or management; must be able to prioritize and organize workload and ensure deadlines are met; must be able to work in a fast-paced environment with changing priorities; must be able to communicate effectively; must be able to make sound decisions; must have strong attention to detail; must be able to research information and develop alternatives; must be able to interact with staff, management, public and other state agencies in a professional and cooperative manner; must have effective communication and interpersonal skills; must be reliable and dependable.