DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT	POSITION NUMBER (Agency – Unit – Class – Serial)
California Correctional Health Care Services	190-261-1304-XXX
UNIT NAME AND CITY LOCATED California Health Care Facility, Human Resources – Stockton	CLASSIFICATION TITLE Personnel Supervisor I
	WORKING TITLE Classification and Pay Analyst

COI	WORK WEEK GROUP	CBID	TENURE	TIME BASE
Yes ☐ No ☒	2	S01	P	FT

SCHEDULE (Telework may be available): _____ AM to _____ PM. (Approximate only for FLSA exempt classifications)	SPECIFIC LOCATION ASSIGNED TO 7707 S. Austin Road, Stockton, CA 95215
INCUMBENT (If known)	EFFECTIVE DATE

California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities.

CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.

Across our organization, our programs work cooperatively to provide the highest level of health care possible to a diverse correctional population. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR and CCHCS mission.

PRIMARY DOMAIN:	

Under general supervision of the Supervisor I, the Personnel Supervisor I is responsible for training and supervising Personnel Specialists in providing complete payroll and personnel transactions services for approximately 2,612 staff located at the California Health Care Facility (CHCF) Stockton. The Personnel Supervisor I provides functional supervision on the more complex and sensitive personnel transactions issues to all transactions staff department-wide.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use addition sheet if necessary)*
	ESSENTIAL FUNCTIONS

40%	Responsible for the payroll and benefits program. Train and supervise staff performing personnel/payroll functions by planning, organizing, directing, and evaluating the work of subordinate staff and making sure they are committed to always providing quality customer service and meeting customer's needs. Resolve various supervisory and subordinate related issues. Provide training and ensure staff adherence to departmental policies and procedures and that outside control agency guidelines are met regarding personnel/payroll transactions. Provide direction in resolving complex personnel or payroll transactions issues. Oversee staff performance and provide direction on all processes within the Personnel Transactions Unit. Develop and orient new employees to the Transactions Unit. Prepares probationary and other staff evaluations as necessary.
35%	Review and approve subordinate staff work which includes but is not limited to: Personnel Action Requests (PARs), salary determinations, retirements, separations, leave accruals and usage, miscellaneous transactions and lump sum deferrals processed by Transactions staff. Make notification of errors and provide training to staff to improve the error rate. Interpret and apply state laws, labor contracts, departmental and control agency rules and regulations pertaining to personnel transactions in various areas such as payroll, personnel document processing, record keeping, employee benefits, and certification. Provide oversight to the application of these policies to Stockton. Act as a liaison between headquarters, and the control agencies on any discrepancies or exemptions needed related to laws, rules, and contracts. Serve as liaison on Pay Letters. Coordinate department-wide dissemination of information in such areas as open enrollment, the implementation of new benefits, and the impact of various Pay Letter and Personnel Management Liaison memo provisions.
15%	In cases of difficult or rare transactions, process all documents, including PARs, etc., for these cases. May be responsible for a small unit (i.e., Executive Staff), at the direction of the Personnel Supervisor II. This roster will be dependent on staff shortages and may change as needed. This will include PARs, Employee Action Request, payroll, leave balances, filing in Official Personnel Files, etc. Responsible for reviewing more difficult cases, i.e., dismissals. Process monthly Accounts Receivable (AR) report, with notations to Accounting on payroll discrepancies. Review AR reports to ensure account receivables are being processed timely.
10%	Identify potential transaction issues at CHCF, recommends action, and develop, implement, and maintain policies and procedures within the Transactions Unit under the direction of the Personnel Supervisor II.
	KNOWLEDGE AND ABILITIES *Knowledge of:* Principles, practices, and trends of public and business administration, management, supportive staff services, governmental functions and organization and methods and techniques of effective communication and leadership. *Ability to:* Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work and coordinate the work of others, act as a team leader, and appear before legislative or other committees.

DESIRABLE QUALIFICATIONS

- Knowledge of the State of California Civil Service laws, rules, policies, and procedures
- Service oriented with the ability to remain flexible and adapt to rapid changes in priorities and work assignments while maintaining a high degree of accuracy
- Strong written and verbal communication skills
- Ability to think critically and research, interpret data and apply laws, rules, bargaining unit contracts, practices and principles as they apply to personnel management and human resources
- Ability to clearly present complex and accurate information from thorough and complete analyses
- Ability to develop and present decisions and facilitate discussions related to Classification and Pay topics
- Proficiency in Microsoft Office Suite (e.g., Excel, PowerPoint, Word, Visio)

OTHER DOMAINS
NA

SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT

- CCHCS does not recognize hostages for bargaining purposes. CCHCS and CDCR have a "NO HOSTAGE" policy and all incarcerated patients, visitors, nonemployees, and employees shall be made aware of this.

SPECIAL PHYSICAL CHARACTERISTICS

Persons appointed to this position may be reasonably expected to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or to constantly lift, carry, push, pull, or otherwise move objects. Involves sitting most of the time, but may involve walking or standing for brief periods.

SPECIAL PERSONAL CHARACTERISTICS

- Influence change and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts.
- Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.
- Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.
- Ability to build trust, improve communication, and assist with the transformation of correctional culture.

SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

EMPLOYEE'S STATEMENT: ***I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT***		
The statements contained in this duty statement 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. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE