State of California
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
POSITION DUTY STATEMENT
BU: 2, 7, & Non-represented

EMPLOYEE:	CLASSIFICATION: Supervisor I	HEADQUARTERS: Mather Campus
PROGRAM/UNIT: Finance & Administration/ Human Resources / Personnel Services/ Classification & Pay Unit	POSITION NUMBER: 163-839-4800-006 (10412)	CBID: S01
TENURE: Permanent	TIME BASE: Full Time	WORK WEEK GROUP: E
APPT EFFECTIVE DATE:	RANGE (IF APPLICABLE): N/A	PROBATIONARY PERIOD: ☐ 6 Mos. ☒ 12 Mos. ☐ N/A
IMMEDIATE SUPERVISOR: Supervisor II	CONFLICT OF INTEREST CATEGORY: ☒ Yes ☐ No	DMV PULL PROGRAM: ☐ Yes ☒ No

1. SUPERVISION RECEIVED:
   The Supervisor I is under the general direction of the Supervisor II, Classification & Pay Division.

2. SUPERVISION EXERCISED:
   Directly supervises a group of Analyst I and II's.

3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES):
   This position requires prolonged sitting in an office setting environment under with artificial light and temperature control or in a remote environment, home office, or similar environment. The incumbent works up to 40 hours per week, with possible overtime in the event of an emergency.
   Ability to use a personal computer and telephone is essential, as the majority of the work is performed utilizing these tools.

4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES):
   Direct contacts with the California Governor's Office of Emergency Services (Cal OES) Executive Staff; department managers/supervisors; program staff; Unions; Control Agencies: State Controller's Office, and various other state agencies. Most communication is sensitive and/or confidential in nature and is not to be discussed, copied, or shared with unauthorized personnel.

5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED):
   Failure to effectively perform the duties of the position could result in the agency failure to ensure good personnel management practices are met; the removal of the department's delegated authority with the California Department of Human Resources (CalHR) and State Personnel Board (SPB); and an increase in the filing of grievances within the department.

6. EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:
   When requested to fill an operational assignment and until demobilized, the following duties will be performed and your regular duties may temporarily cease:

   May be required to work in the State Operations Center (SOC), Regional Emergency Operations Center (REOC), Joint Field Office (JFO), Area Field Office (AFO), Local Assistance Center (LAC), or other location to provide assistance in emergency response and recovery activities. All staff is required to complete operational related training and participate in one of three Readiness Teams that rotate activation availability on a monthly basis if not assigned to an Operational Branch (e.g., Fire/Law/Region/PSC Operations (Technicians)/PSC Engineering (Engineers). May be required to participate in emergency drills, training, and exercises.
   EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:
   (Continued) EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:

Staff need to work effectively under stressful conditions; work effectively & cooperatively under the pressure of short leave time; work weekends, holidays, extended and rotating shifts (day/night). Statewide travel may also be required for extended periods of time and on short notice.

While fulfilling an operational assignment it is important to understand that you are filling a specific "position" and that position reports to a specific Incident Command System (ICS) hierarchy. This is the chain of command that you report to while on this interim assignment.

On Call/Standby/Duty Officer (if applicable)

If assigned on-call, standby or as a Duty Officer, you are required to be ready and able to respond immediately to any contact by Governor's Office of Emergency Services (Cal OES) Management (including contact from the State of California Warning Center) and report to work in a fit and able condition if necessary as requested.

7. JOB DESCRIPTION/GENERAL STATEMENT:
Under the general direction of the Supervisor II, Human Resources, the Classification & Pay Supervisor I is responsible for the supervision and mentoring of a group of Classification & Pay analysts. The Supervisor I must possess good communication skills, both written and oral, and is able to interact effectively and cooperatively with management and staff. The Supervisor I ensure staff receives training and follows consistent processes.

In alignment with our commitment to diversity, equity, inclusion, and accessibility, all Cal OES employees are encouraged to promote and foster an equitable and inclusive workplace environment.

Percent of Time	ESSENTIAL FUNCTIONS
30%	Directly plan, review and evaluate the work activities of classification and pay staff. Ensure that systems and procedures are in place and that deadlines are met. Specific personnel areas of responsibility: position allocation, organizational structure, out-of-class requests, position action requests, recruitment efforts, training and development assignments, board items, specification revisions, interpreting laws and rules governing personnel issues, and other personnel-related activities. Manages and ensures continuous compliance of the three (3) delegation agreements with CalHR (CEA Salary Cap; Exceptional Allocations; and Unlawful Appointments). Provide consultation, advice, and recommendations to all levels of departmental staff, regarding personnel management policies, procedures and the interpretation of Civil Service Law and Rules. Interact frequently with all levels of departmental personnel, as well as staff within the various control agencies – CalHR, State Personnel Board, State Controller's Office and personnel staff from other departments on personnel issues of mutual concern.
30%	Recruit, hire, mentor, and evaluate performance of subordinate staff on an on-going basis. Advises management of current activities and trends that may have impact on the department. Identifies and/or recommends procedural changes and improvements, and other special project needs to address recruitment and retention issues, etc. Attend unit, division, human resources, and state agency meetings.
25%	Independently conducts training to departmental staff regarding best hiring practices. Develops training tools and materials. This includes and is not limited to: PowerPoint presentations or other media, analyzing course and program evaluation results to determine next steps, and provide recommendations for continuous improvement of training courses and programs. Analyze personnel management needs, recommend appropriate courses of action, and formulate procedures where appropriate in order to meet organizational needs and objectives
10%	Represent the Department on agency-wide and statewide personnel task forces. Conducts special classification, compensation, and other personnel management studies.
Percent of Time	MARGINAL FUNCTIONS
5%	Other Job-Related Duties as Required The incumbent will perform other job-related duties as required to fulfill the Cal OES mission, goals and objectives. Additional duties may include, but not be limited to: assisting where needed within the program, which may include special assignments; complying with general State and Cal OES administrative reporting requirements (i.e. completion of time sheets, project time reporting, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.); and attendance at staff meetings.

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: Reviewing mail; preparing various forms; proofreading documents; reading printed material, computer screens, and handwritten materials.	☐	☐	☐	☐	☒
HEARING: Answering telephones; receiving verbal information from outside sources; understanding verbal instruction.	☐	☐	☐	☒	☐
SPEAKING: Receiving visitors; answering inquiries and providing verbal information or instruction.	☐	☐	☐	☒	☐
MOVEMENT: Delivering material to others; picking up materials from others; copying; faxing; distributing information; filing.	☐	☐	☐	☒	☐
SITTING: At a computer terminal or desk; conferring with employees.	☐	☐	☐	☒	☐
STANDING:	☐	☒	☐	☐	☐
BALANCING:	☐	☒	☐	☐	☐
CONCENTRATING: Reviews and reads records/documents, researches, composes, analyzes, compiles, and updates technical documents; multi-tasking; prepares various forms and documents.	☐	☐	☐	☐	☒
COMPREHENSION: Understanding needs of co-workers, clients; understands procedures and practices; Understands laws, regulations related to their work.	☐	☐	☐	☐	☒
WORKING INDEPENDENTLY: Possesses ability to work independently as well as a team member, have good interpersonal and communication skills, ability to follow directions, take initiative, assume responsibility, and exercise good judgment and tact. Must be able to work alone without much guidance or interaction or interaction from other staff.	☐	☐	☐	☐	☒
LIFTING UP TO 10 LBS. OCCASIONALLY:	☐	☒	☐	☐	☐
LIFTING UP TO 20 LBS. OCCASIONALLY AND/OR 10 LBS. FREQUENTLY:	☒	☐	☐	☐	☐
LIFTING UP TO 20-50 LBS. OCCASIONALLY AND/OR 25-50 LBS. FREQUENTLY:	☒	☐	☐	☐	☐
KEYING: Pushing buttons on telephone; typing; copying.	☐	☐	☐	☐	☒
REACHING: Answering phones.	☐	☒	☐	☐	☐

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PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
CARRYING: Distributing mail; reports; stocking supplies.	☐	☒	☐	☐	☐
CLIMBING: Stairs	☒	☐	☐	☐	☐
BENDING AT WAIST:	☐	☒	☐	☐	☐
KNEELING:	☒	☐	☐	☐	☐
PUSHING OR PULLING:	☐	☒	☐	☐	☐
HANDLING: Documents, manuals	☐	☐	☐	☒	☐
DRIVING:	☐	☒	☐	☐	☐
OPERATING EQUIPMENT: Computer; telephone; copy machine; fax.	☐	☐	☐	☐	☒
WORKING INDOORS:	☐	☐	☐	☐	☒
WORKING OUTDOORS:	☒	☐	☐	☐	☐
WORKING IN CONFINED SPACE: Enclosed office environment.	☐	☐	☐	☐	☒

OTHER INFORMATION

Must have knowledge of the state and related federal laws, rules, regulations, policies, and procedures. Must exercise good writing skills; follow oral and written directions, be responsive to the needs of the public and employees of Cal OES and other agencies; analyze situations and take effective action using initiative, resourcefulness, and good judgment. May need to work with limited supervision.

Consistent with good customer service practices and the goals of the Cal OES Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal and external customers, follow through on commitments, and solicit and consider internal and external customer input when completing work assignments.

SIGNATURES

Certification of Applicant/Employee

Note – If any concerns with performing the duties of this position with or without reasonable accommodation, discuss your concerns with the hiring supervisor, who in turn, will discuss with the Reasonable Accommodation Coordinator.

I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation.

I have read and discussed these duties with my supervisor:

_____ _____

Employee's Signature *Date*

I certify that the above accurately represents the duties of the position:

_____ _____

Supervisor's Signature *Date*

_____

Civil Service Title