CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

☐ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			
High Desert State Prison	934-261-1304-002			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Personnel Supervisor II			
	WORKING TITLE			
Business Services/Personnel	Personnel Supervisor II			
	TIME BASE / TENURE	CBID	WWG	COI
	P/FT	S01	2	Yes ☐ No ☐
LOCATION	INCUMBENT		EFFECTIVE DATE	
High Desert State Prison				

CDCR'S MISSION and VISION

Mission
To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.

Vision
We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

COMMITMENT

CDCR and 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.

DIVISION OVERVIEW

Under the general direction of the Personnel Department.

GENERAL STATEMENT

Under the general supervision of the Staff Services Manager I (SSM I), the Personnel Supervisor II has full charge of all transaction's functions. Supervises, trains, organizes, and directs the workload of two (2) Personnel Supervisor I's, one (1) Senior Personnel Specialists, eight (8) Personnel Specialists and three (3) Office Assistant (T)'s/ Office Technician (T)'s.

% 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.
45%	Full charge of transactions functions. Supervises staff in daily personnel transactional and support activities. Directs both the Personnel Supervisor I's and the Senior Personnel Specialist to provide expert staff resource to the Personnel Specialists and other subordinate staff. Plans, organizes, and directs personnel workload to ensure timely processing. Assists as a staff and resource specialist regarding the transactions program including the laws, rules, regulations, and resources regarding same. Oversee the completion and the review of the most difficult and complex personnel transactions. Serves as a liaison with staff, employees, and public in disputes and questions regarding personnel transactions. Ensures compliance with the Federal Information Practices Act regarding release of confidential information rules are understood and proper procedures are followed.
30%	Provides continuous and complex training to staff on technical materials requiring constant revisions and continuous updates, including but not limited to, decentralized personnel and payroll documentation, and computer operations, employee benefits and services, new employee orientation, personnel policies and requirements, and time and attendance record keeping procedures.

25%	Prepares and gathers data for reports requested by management, supervisors, various control agencies and central office. Serves as a member of various committees as assigned by the SSMI or Management.
5%	Supervises the daily operations of timekeeping and reception area. May act as the SSMI in his/her absence. Responsible for the confidentiality of employee information. Complete annual requirements such as: 40 hours training, In Service Training (IST) and On the Job Training (OJT), along with any mandatory training modules, and annual Tuberculosis test (TB).

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all prison inmates, visitors, nonemployees, and employees shall be made aware of this.

CONSEQUENCE OF ERROR

- Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and timeline goals, and varying degrees of negative financial impacts to the department.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

SUPERVISOR'S STATEMENT:

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE