

DUTY STATEMENT

Employee Name:	Position Number: 580-120-4800-006
Classification: Supervisor I	Tenure/Time Base: Permanent/Full-Time
Working Title: Position Control & Data Analyst Unit Chief	Work Location: 1615 Capitol Avenue, Sacramento CA 95814
Collective Bargaining Unit: S01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Human Resources Division	Branch/Section/Unit: Employee Relations and Resource Branch/ Administration, Labor Relations, and Position Control & Data Analysis Section/Position Control & Data Analysis Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by administering position control activities for approximately 5,000 positions within the various CDPH programs statewide and overseeing the administrative operations of the Human Resources Division (HRD).

The Supervisor I is responsible for planning, organizing, directing, and evaluating staff engaged in a variety of administration, personnel, and position control activities; overseeing the analysis of personnel-related correspondence, regulations, and policies; drafting policies and procedures;

providing consultation to management regarding highly sensitive and confidential personnel issues; and overseeing the development and dissemination of ongoing and ad-hoc personnel and position control related reports that support operational and executive decision making. The Supervisor I is responsible for identifying and solving complex issues, making critical decisions, and evaluating risks related to the management of assigned Units; fostering effective communication and collaborative partnerships with supervisors, managers, and internal and external stakeholders; monitoring progress and ensuring timely completion of assignments and program objectives; and training, coaching, supervising, evaluating, and managing staff performance.

The incumbent works under the general direction of the Labor Relations Manager I (LRM I), Administration, Labor Relations, and Position Control & Data Analysis Section (ALRPCDAS) Chief within the HRD.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☐ Travel:
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 25% Plans, directs, and organizes the work of the Office Administration & Support Services Unit (OASSU) and Position Control & Data Analysis Unit (PCDAU), directly supervising analysts performing personnel analysis, position control, special projects, and drills, and one Office Services Supervisor (OSS) II who oversees Human Resources Division (HRD) administrative operations. Prioritizes and assigns work, allocates resources, establishes timelines, and monitors workload distribution to ensure assignments are completed accurately and within established timelines. Provides direction, policy interpretation, procedures, and guidance regarding ongoing assignments and daily work activities to support consistent and compliant operations.

Develops staff work plans, sets performance expectations, organizes training activities, monitors progress, evaluates outcomes, and takes corrective action when necessary to ensure that key milestones and operational objectives are achieved on schedule. Develops Unit goals, strategic plans, operational procedures, and performance measures that support HRD and organizational objectives. Monitors and evaluates the quality and quantity of the Unit's work and implements process improvements to increase efficiency and service delivery. Prepares and approves administrative directives, operational procedures, and policy manuals. Participates in special work groups and attends the State Controller's Office (SCO) forum meetings regarding Position Control. Acts on behalf of the ALRPCDAS Chief as needed.

- 25% Provides direction and supervision to staff in the review, interpretation, and analysis of communications from various control agencies [e.g., the California Public Employees'

Retirement System (CalPERS), the California Department of Human Resources (CalHR), the State Personnel Board (SPB), the SCO, the Department of General Services (DGS), and the Department of Finance (DOF)]. Guides staff in developing correspondence to disseminate control agency information throughout CDPH and ensure changes and updates are accurately incorporated into office procedures (e.g., Personnel Procedures Handbook, Personnel Specialist Desk Manual, etc.) as needed; and provides consultation and responds to inquiries from control agencies, employees, management, and prospective employees regarding a variety of HR-related issues to ensure consistent interpretation and application of laws, rules, regulations, and Department policies. Oversees the preparation of correspondence for management or executive review and signature, and collaborates with management and control agencies to ensure the accurate and timely implementation of new HR procedures, processes, and reporting requirements. Oversees research and analysis to develop recommendations for Departmental-wide HR and administrative policies and procedures, and guides staff in researching, analyzing, and drafting related policies and procedural documents. Oversees research of laws, rules, and regulations and the preparation of correspondence to ensure accurate and timely dissemination of information to Departmental employees, supervisors, managers, Personnel Liaisons, Attendance Coordinators, and other stakeholders, as appropriate. Evaluates existing processes and procedures and implements or recommends revisions to improve operation effectiveness, consistency, and compliance. Reviews staff work, evaluates ongoing performance, provides coaching and feedback, and completes probationary reports and individual development plans to ensure performance expectations and development objectives are achieved.

Oversees the Departments E-Verify/E-Verify+ process by supervising the CDPH E-Verify Coordinator and ensuring compliance with federal and state rules and regulations governing the E-Verify system.

- 25% Oversees Department wide position control activities for approximately 5,000 position and ensures position transactions are processed in compliance with applicable laws, rules, and control agency requirements. Reviews and approves Change in Established Position forms (STD. 607), Payroll Header Change forms (STD. 407), Payroll Header Reports (PR 421), and related position-control documents. Directs and oversees the reconciliation activities for positions within HRD using the Online Appointment and Separation Information System (OASIS), ServiceNow (SNOW), PATH, budget records, and other position control tools to maintain accurate staffing and position data. Coordinate annual Schedule 8 reconciliation activities with the Department of Finance (DOF) and the State Controller's Office (SCO); coordinates with CDPH's Budget Office staff to ensure accurate and timely reporting and fiscal accountability; and oversees maintenance of vacancies and staffing reports and tracking tools. Develops, implements, and maintains position control procedures, reporting methodologies, and quality control process that support operational efficiency and data integrity. Leads the activities associated with the CDPH Annual Vacancy Report required by Section 171, SB 853 (Comm. On Budget) Chapter 717, Statutes of 2010. Oversees and directs the Conflict of Interest (COI) process and ensures that assuming office, annual review, and leaving office Form 700s are completed.

Works directly with the management team within the HRD and analysts in resolving complex personnel and position control problems. Independently resolves the more sensitive/complex problems related to personnel and position control requiring interpretation of laws and rules in application to the Department and control agency requirements. Develops, maintains, and disseminates ongoing and ad-hoc personnel and position control related reports, as

necessary.

- 20% Supervises the OSS II of the OASSU operations and provides oversight of administrative support services within HRD. Evaluates organizational structure, workload distribution, business processes, and administrative support functions and recommends operational improvements. Advises the Section Chief on administrative policies, procedures, resource utilization, and operational risk consistent with the Public Health Administrative Manual (PHAM). Reviews and approves work related to procurement, contracts, purchase orders, invoice processing, asset management, mail services, space management, and other administrative support functions. Monitors operational performance, identifies process improvement opportunities, and implements corrective actions to ensure efficient service delivery and compliance with Departmental requirements.

Marginal Functions (including percentage of time)

- 5% Participates in special work groups, committees, and cross functional projects, as required. Acts on behalf of direct supervisor during Section Chief's absence. Attends SCO forum and other relevant meetings regarding position control. Performs other job-related duties as required.

☐ I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: JC

Date: 10/15/26