DUTY STATEMENT

Classification: Supervisor II	
Working Title: Section Chief	
Program: Administration	
Division: Human Resources	
Branch: Classification, Data, and Compliance	
Section: Performance and Classification	
Unit:	
Office Location: 1501 Capitol Avenue, Sacramento, CA 95814	
COI Position: ☑ Yes ☐ No	Telework Eligible: ☑ Yes ☐ No
CBID: S01	Position Number: 808-102-4801-004
Bilingual Position: ☐ Yes ☑ No	Specify Language: Not Applicable

This position requires the incumbent to perform their essential functions; maintain consistent and regular attendance in-person and/or virtually; to communicate effectively and professionally, both orally and in writing; to develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; to complete assignments in a timely manner; and to adhere to departmental policies and procedures regarding attendance and conduct including those outlined in the Health Administrative Manual and the DHCS Telework Program. To promote collaboration and connection, essential functions are generally in-person consistent with the DHCS Telework Program and pursuant to an approved Telework Agreement.

Job Summary:

Independently manages the day-to-day operations of the Performance and Classification Section by overseeing the overall workload; directing subordinate managers and staff in complex human resources activities related to classification and pay; organizational planning and management; employee performance evaluation and management; and other functional areas in accordance with State Personnel Board and California Department of Human Resources laws, rules, regulations, policies, and procedures, labor provisions, and departmental policies and procedures.

Job Summary (cont):

The duties contained in this job description 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. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.

Description of Duties:	
% of Time	**Essential Functions**
35%	Classification analysis: Provides technical guidance and direction to staff engaged in activities related to classification analysis. Plans, organizes, directs, and provides managerial review of the work performed. The Supervisor II prioritizes and monitors assignments, and provides technical direction to staff and subordinate managers regarding activities relating to the interpretation of laws, regulations and departmental policies in the subject areas of: merit-based hiring, organizational structures, duty statements, position allocation standards, salary issues, merit issues, classification studies, out-of-class assignments and grievances, reorganizations, compelling management need assignments, temporary and permanent placement issues, and other activities related to classification analysis. Acts as an expert consultant to programmatic managers and upper management on issues related to classification analysis. Reviews and approves salary determinations, transfer determinations, hiring-above-minimum packages, alternate range criteria, leaves of absences, out-of-class assignments and grievances, and reinstatement rights.
35%	Performance management: Provides technical guidance and direction to staff engaged in activities related to performance management activities. The Supervisor II prioritizes and monitors assignments, and provides technical direction to staff and subordinate managers regarding activities relating to employee performance and disciplinary matters, including progressive discipline steps, issuance of counseling memorandum, expectations memorandum, formal and informal counseling, adverse actions, rejections during probation absence without approved leave (AWOL) termination; medical actions, non-punitive formal actions, and other issues related to employee discipline. May represent the Department and Human Resources Division in hearings and settlement conferences. Acts as an expert consultant to programmatic managers and upper management on issues related to performance management. Works closely with attorneys in the Office of Legal Services in determining appropriateness of formal disciplinary actions and other related issues.
25%	Administrative: Recruits, hires, trains, develops, and provide leadership to subordinate staff. Establish performance expectations for staff. Develops staff work plans, monitors and evaluates progress and ensure deadlines are met. Performs and provides regular and timely performance evaluations including probationary reports and annual performance evaluations. Counsels staff and address any progressive disciplinary issues. Identifies long term plans for succession planning and knowledge transfer of staff. Develops and provides training to staff, supervisors and managers on performance and classification procedures.

Description of Duties:	
% of Time	**Essential Functions**

Description of Duties	
% Of Time	**Essential Functions**
% Of Time	**Marginal Functions**
5%	Prepares administrative directives, policies and procedural manuals for the section. Participates in meetings with executives and program management staff on the more complex and sensitive human resources issues. Other duties as required.

Supervision Received: Under General Direction by the (enter supervisor classification): Manager II.

Supervision Exercised: (check all that apply) ☐ Non-Supervisory Classification / None

☐ Clerical Staff ☑ Analytical Staff ☐ Technical Staff

☐ Professional Staff ☑ Supervisory Staff ☐ Managerial Staff

Special Requirements:

☐ Medical Evaluation /Clearance ☐ Typing Certificate ☐ Valid Driver's License

☐ Background Check / Finger Printing Clearance

☐ Valid Professional License (please specify): _____

Desirable Qualifications:

Experience in data and compliance. Experience in performance management. Experience analyzing, interpreting, and applying personnel laws, policies, and processes. Experience overseeing the work of subordinate managers performing and administering human resources activities. Ability to effectively resolve complex operational issues. Experience handling multiple deadlines and assignments. Experience working collaboratively with stakeholders to resolve data and compliance issues. Ability to provide clear, accurate and organized information in a timely manner.

Working Conditions (Check all that apply):

Prolonged Periods of:

☐ Standing ☑ Sitting ☐ Kneeling ☐ Bending

Travel May be Required:

☐ Occasional ☐ Over Night

Requires Lifting of Heavy Objects up to: _____

Acknowledgements:

Human Resources Acknowledgement: The Human Resources Division has reviewed and approved this duty statement.

Analyst Name:	Analyst Signature:	Date:
Harold Snyder	Harold Snyder Digitally signed by Harold Snyder Date: 2026.10.19 09:18:50 -07'00'	10/19/2026

Employee Acknowledgement: I have discussed with my supervisor the duties of the position and have received a copy of this duty statement.

Employee Name:	Employee Signature:	Date:

Supervisor Acknowledgement: I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Supervisor Name:	Supervisor Signature:	Date:

Instructions

A duty statement is a description of tasks, functions, and responsibilities of a position to which an employee is assigned, and the percent of time spent on each task. It is based on objective information obtained by thoroughly analyzing the position's functions, the competencies and skills required to accomplish these functions, and the organizational needs of the department.

Classification:	Enter the legal title documented in the Classification Specifications which contains a formalized summary of the duties and responsibilities of the positions in a class.
Working Title:	Enter a working title if there is one. The working title differs from a classification title, as it can be specific to the duties the classification is performing. e.g., Personnel Liaison, Contracts Analyst, etc.
Program / Division / Branch / Section / Unit:	Enter the information that is in alignment with where the position is located in the organization. This should also mirror what is presented on the organization chart.
Office Location:	The term office location refers to the state worksite that is the employee's reporting location when not teleworking.
Position Number:	Enter the agency, unit, class code, and serial number of the vacant position being filled. e.g., 808-202-5393-810.
Telework Eligible:	Check 'Yes' if this position is eligible for a telework schedule. Check 'No' if this position is not eligible for a telework schedule.
Conflict-of-Interest (COI) Classification:	Check 'Yes' if this position is designated under the COI Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the COI Code requirements may void the appointment. Check 'No' if this position is not designated under the COI Code.
Collective Bargaining Identifier (CBID):	Enter the CBID. The CBID information can be found in the CalHR Pay Scale. Select option 15 for an alphabetical listing of Classifications. Find your classification. The CBID will be located in the last column on the right. For the CBID information, include the appropriate letter (M, S, C, R) and the unit number.
Bilingual Position:	Check 'Yes' if this position is bilingual certified. If 'Yes' is checked the language for which the position is bilingual certified must be specified in the next field. Check 'No' if this position is not bilingual certified.
Job Summary:	Include a brief description of the position, duties performed, reporting structure, and any pertinent information you feel is necessary.
Description of Duties:	Provide an itemized listing of the specific job duties and the percentage of time spent on each separate and distinct task. The essential and marginal functions should be identified. Group related tasks under the same percentage with the highest percentage first. Percentages must be listed in descending order and must equal 100%. **Essential Functions:** Assess whether the performance of a function is 'essential' by asking yourself why the position exists and what is it the employee is being hired to do. As you review each task, ask yourself whether it is a basic,

	necessary, and integral part of the job, which would make that task essential. Ask yourself, does the position exist solely to perform that function? Are there a limited number of employees available to perform that function? Is it a highly specialized function? If so, the task may be 'essential'. **Marginal Functions:** Marginal functions are incidental and only account for a minimal part of the job. They are secondary to essential functions, and they make up the remaining duties of the position. Keep in mind that marginal functions can also be absorbed by another staff member so if they were to be removed, it doesn't change the concept of the position.
Supervision Received:	Check the nature of the supervision received and enter the classification of the supervisor. Review the Classification Specifications and see the descriptions below to help determine the type of supervision this position receives. **Under Close Supervision:** Used for entry-level classes in which an employee is learning the duties of the class as a trainee or apprentice. **Under Supervision:** The position is subject to continuous and direct control. **Under General Supervision:** The position is subject to a minimum of continuous and direct control. **Under Direction:** Indicates that supervision is general and not close, continuous, or concerned with details. The statement tends to be used with technical and professional positions where the employees are expected to operate with a reasonable degree of independence, or as a journeyperson or fully qualified worker. **Under General Direction:** This usually refers to classes on the division level that receive administrative direction. The guidance is usually outlined in legislation and general rules of the organization. **Under Administrative Direction:** This is usually used only in classes involving top-level, administrative positions in which the guidance is largely that of overall policy and the requirements of legislation.
Supervision Exercised:	Check 'Yes' if this position exercises supervision. If 'Yes' is checked, select all classification types supervised by this position. Check 'No' if this position does not exercise supervision.
Special Requirements:	Enter any requirements that may be necessary per classification specification or specific department, i.e., background check, drug test, medical license, etc.
Desirable Qualifications:	Enter any knowledge, skills and abilities and other desirable qualifications, such as special personal characteristics, interpersonal skills, etc., not required as part of the minimum qualifications but represent additional attributes being sought after by the hiring manager.
Working Conditions:	Describes the working conditions of the job, i.e., physical demands, if the job is indoor/outdoor, if travel is required and how often, varying schedule, transportation information, etc.
Human Resources Acknowledgement:	Completed by Human Resources Division to indicate the last date of review.

Employee Acknowledgement:	Employee signs and dates the document certifying that the duties of the position were discussed with the supervisor and that a copy of the duty statement was received.
Supervisor Acknowledgement:	Supervisor signs and dates the document certifying that the duty statement represents an accurate description of the essential functions of the position, and that the duties of the position were discussed with the employee. Once signatures are obtained, make two copies, and place a copy in the supervisor's drop file and provide one to the employee. Send the original to Human Resources Division to file in the employee's Official Personnel File (OPF).