

Duty Statement – Leadership

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Duty Statement

☐ Current ☒ Proposed		
RPA Number:	Classification Title: Supervisor I	Position Number: 673-810-4800-XXX
Incumbent Name:	Working Title: Supervisor I	Effective Date: Click or tap to enter a date.
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Administrative Services Division	Section/Unit: Transactions Section / Unit B	Reporting Location: Sacramento HQ 1001 I Street
Supervisor's Name: La Trice Jones	Supervisor's Classification: Supervisor II	CBID: S01
Confidential Designation: ☐ Yes ☒ No	Designated Position for Conflict of Interest: ☒ Yes ☐ No	Position Telework Eligible: ☒ Yes ☐ No
Supervision Exercised: ☐ Managerial ☒ Supervisory		

General Statement

Under delegation from the California Department of Human Resources (CalHR), the Transactions Section is responsible for the personnel transactions functions for the Air Resources Board (ARB) and the Office of the Secretary, California Environmental Protection Agency (Cal/EPA).

Competencies

All employees are responsible for understanding and demonstrating the core competencies of collaboration, communication, customer engagement, digital fluency, diversity and inclusion, innovative mindset, interpersonal skills, and resilience.

Supervisors and managers are responsible for understanding and demonstrating the leadership competencies of business acumen, inspirational leadership, results-oriented, stewardship, talent management, and vision & strategic thinking.

Position Description

Under the general direction of the Supervisor II, Transactions Section, the incumbent will work independently and provide leadership and direction to professional, technical, and analytical staff responsible for performing and supporting the department's payroll, personnel, position control, leave, and benefits efforts. The incumbent plans, organizes, assigns, and monitors staff workload; establishes priorities; provides guidance on complex, sensitive, and confidential personnel and payroll matters; and ensures the accuracy, consistency, and quality of work performed within Transactions Unit B.

The Supervisor I serves as a subject matter expert in the interpretation and application of laws, rules, policies, bargaining unit provisions, and procedures related to personnel and payroll administration.

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The incumbent is responsible for staff development, training, performance management, quality control, audits, process improvement, and the development and implementation of procedures and training materials. The position also works closely with state control agencies, including the State Controller's Office (SCO), CalHR, and the California Public Employees' Retirement System (CalPERS).

% of Time	Essential Functions
35%	Establishes priorities, monitors progress, and plans, organizes, and directs the work and activities of staff within the Transactions Unit. The incumbent will lead staff with all personnel, payroll, benefits, leave credit, and position control-related tasks. Guides and directs staff in handling complex, sensitive, confidential, and controversial employee issues and transactions; resolves the most complex issues and works to evaluate, reorganize, and streamline various processes and procedures to ensure accuracy, consistency, and the quality of work performed.
20%	Serves as an expert in interpreting and applying laws, rules, policies, and procedures related to payroll, personnel, leave, and benefit transactions. Communicates risks, issues, and changes to staff at all levels and develops solutions or makes recommendations for improvement. Assists management in the evaluation and development of short- and long-range plans, goals, and objectives; assess program effectiveness and propose plans to improve effectiveness within the Transactions Unit. Provides leadership in various audit projects and tasks, composes audit responses, and implements recommended process changes.
15%	Apply appropriate hiring, placement, evaluation, training, and discipline practices. Evaluates/monitors staff's work, assesses training gaps/needs, and develops subordinate staff. Reviews and consider budgetary constraints when approving overtime, training, travel, and other miscellaneous expenditure requests.
15%	Coordinates developing and preparing correspondence, procedural and information memos, reports, and issue papers relating to various transaction subjects. Supervises staff in completing and implementing various transaction audits and special projects intended to improve the Transactions Unit. Leads efforts in identifying, developing, and evaluating comprehensive manuals, desk procedures, and training documents.
10%	Represents the department at various meetings or on task forces and committees designed to address department and statewide transaction issues and changes. Works closely with various control agencies, including the State Controller's Office (SCO), California Department of Human Resources (CalHR), and California Public Employees' Retirement System (CalPERS), to gain a thorough knowledge and in-depth understanding.

% of Time	Marginal Functions
5%	Travels to Southern California Headquarters in Riverside as required. Performs other job-related duties as required under the scope of the classification.

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Typical Physical Conditions/Demands

This position requires frequent sitting, standing, walking, bending, and reaching. It also requires frequent use of hands, wrists, and fingers for keyboarding and document manipulation.

Moving objects weighing up to 25 pounds may be necessary.

Occasionally, you may be exposed to outdoor weather, dust, or noise.

Typical Working Conditions

The incumbent works in a smoke-free environment in a high-rise office building in downtown Sacramento in an enclosed, office cubicle.

The work schedule is Monday through Friday.

Travel may be required locally and within the state.

Special Requirements of Position (Check all that apply):

- ☐ Duties may require pre-employment and routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Performs other duties requiring high physical demand. (Explain below)
- ☐ Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
- ☒ Travel up to ___5%___ percentage
- ☐ Bilingual Fluency needed in _____(language)
- ☐ Other-

Supervisor Statement

I certify that this duty statement accurately describes the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name:	Supervisor Signature:	Date: Date
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Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify that I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

** Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Do you need reasonable accommodation to perform the essential functions of this position?

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☐ Yes ☐ No		
Employee Name:	Employee Signature:	Date: Date