STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 052 CURRENT

COMMAND/ORGANIZATIONAL UNIT	DIVISION			
Human Resources Section, Personnel Transactions Unit	Personnel Management Division			
CIVIL SERVICE CLASSIFICATION TITLE	BARGAINING UNIT	TENURE	TIME BASE	INTERMITTENT HOURS PER MONTH
Personnel Supervisor I	S01	Permanent	Full-Time	
POSITION NUMBER	CURRENT DATE			
388-051-1304-010	10/29/2026			
DESIGNATED POSITION FOR CONFLICT OF INTEREST	CONFIDENTIAL DESIGNATION	FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY		
☐ YES ☑ NO	☐ YES ☑ NO	APPROVED BY		DATE

FUNCTION OF POSITION

Under the general supervison of the Personnel Supervisor II, the Personnel Supervisor I is responsible for the direct oversight for a staff of Personnel Specialists performing personnel/payroll transactions functions. The Personnel Supervisor I provides training and technical assistance to internal and departmental staff for the Personnel Transactions Unit, Human Resources Section in the Personnel Management Division.

SUPERVISION RECEIVED

The Personnel Supervisor I reports directly to and receives the majority of their assignments from the Personnel Supervisor II. However, direction and assignments may also come from the Supervisor I, Supervisor II, and Manager II.

SUPERVISION EXERCISED

The Personnel Supervisor I provides general supervision to four to six personnel specialists.

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

PERCENTAGE OF TIME PERFORMING DUTIES	
	Essential Functions
55%	Directs, delegates, and organizes personnel/payroll workload for subordinate staff. Trains staff on all aspects of personnel including civil service laws and rules; approximately 13 collective bargaining unit contracts; non-industrial disability insurance and state disability insurance; Labor Code 4800.5 time; departmental policies; payroll and attendance documentation; appointments, separations, and miscellaneous change documents; requesting and releasing regular, supplemental, salary advance, and overtime warrants; preparing various documents to adjust payroll; maintain employee leave balances and state service for automated and non-automated employees; various temporary leaves such as Family Medical Leave Act, California Family Rights Act, military leave, and recruitment time off; the process of collecting accounts receivables to recover overpayments owed to the Department; and tracking leave time for intermittent, part-time, and retired annuitants for various personnel-related transactions. Reviews and approves staff work for accuracy and completeness. Ensures payroll is processed timely and any and all records are maintained in accordance with State Administrative Manual procedures, State Controller's Office policy, and Department of Finance regulations.
20%	Interprets and ensures the implementation of various laws, rules, regulations, policies, procedures, bargaining unit contracts pertaining to a variety of personnel/payroll matters to ensure consistency, compliance and conformity under the direction of the control agencies.
15%	Provides written and/or verbal direction, guidance, and feedback regarding employee performance. Completes required probationary and annual evaluation reports. Maintains efficiency standards and management of subordinate staffs' workload through bi-annual desk reviews.
5%	Evaluates, researches, and advises Human Resources Section's supervisory staff and management of alternative actions to take regarding various personnel/payroll transactions situations. Communicates information verbally and in writing to employees, supervisors, control agencies, and other departments. Processes more complex personnel/payroll transactions.
	Non-Essential Functions

5%	Performs other job-related duties within the scope of the classification, as assigned.
TOTAL 100%	

The duties of this position are subject to change and may be revised as necessary. I have read and understood the duties listed above and I can perform these duties with or without reasonable accommodation. I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE