STATE OF CALIFORNIA
GOVERNOR'S OFFICE OF LAND USE & CLIMATE INNOVATION
HRO-19 (REV 03/25)

DUTY STATEMENT

BRANCH ENTERPRISE OPERATIONS SERVICES			POSITION NUMBER (Agency – Unit – Class – Serial) 368-305-4800-001			☐ CURRENT x PROPOSED
PROGRAM Admin			CLASSIFICATION TITLE Supervisor I			
SECTION/UNIT (If applicable) Human Resources			WORKING TITLE Transactions, Classification & Pay, and Disability Manager			
REGIONAL HUB Sacramento			COI Yes	WWG E	CBID S01	TENURE P	TIME BASE FT
WORK SCHEDULE M-F 8am-5pm	SUPERVISION EXERCISED Yes		SPECIFIC LOCATION ASSIGNED TO 1400 10th Street, Sacramento, CA 95814			
INCUMBENT (If known)			EFFECTIVE DATE			
PRIMARY DOMAIN (IT positions only)	N/A					

AGENCY OVERVIEW

The Office of Land Use & Climate Innovation (LCI) serves the Governor and his Cabinet as staff for long-range planning and research and constitutes the comprehensive state planning agency. LCI assists the Governor and the Administration in planning, research, policy development, and legislative analysis. LCI formulates long- range state goals and policies to address land use, climate change, population growth and distribution, urban expansion, infrastructure development, groundwater sustainability and drought response, and resource protection. LCI's budget programs include State Planning and Policy Development, Strategic Growth Council, California Volunteers, , Racial Equity Commission, and Youth Empowerment Commission. LCI is a fast-paced, creative work environment that requires staff to have strong collaboration skills, an ability to quickly respond to changing policy needs, and a positive attitude and sense of humor. Proven commitment to creating a work environment that celebrates diverse backgrounds, cultures, and personal experiences.

GENERAL STATEMENT

Under the general direction of the Personnel Officer (Supervisor II), the Transactions, Classification & Pay, and Disability Manager (Supervisor I) is responsible for overseeing the daily operations of the Payroll and Benefit Services Unit (PBSU), Classification and Pay Unit (C&P), and Disability Management Unit (DMU). The incumbent supervises and evaluates staff who provide personnel, payroll, classification, pay, benefits, and disability management services. Duties include assigning work, monitoring progress, coordinating training, managing special projects, and ensuring compliance with laws, rules, regulations, and departmental policies.

% 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. *(Use addition sheet if necessary)*
	ESSENTIAL FUNCTIONS

25%	**Supervisory and Program Direction** Plans, organizes, and directs the daily operations of PBSU, C&P, and DMU. Assigns workloads, monitors progress and ensures timely completion of personnel transactions and casework. Provides guidance, coaching, mentoring, and performance feedback to staff. Ensures work products comply with CalHR, State Controller's Office (SCO), State Personnel Board (SPB), and departmental policies, rules, laws, and collective bargaining agreements. Develops and implements procedures to improve efficiency, accuracy, and compliance.
25%	**Payroll and Benefit Services Unit** Coordinates and assigns work to PBSU staff to meet critical deadlines in compliance with control-agency requirements, Personnel Management Liaisons (PMLs), Pay Letters, legislative provisions, and personnel policies and practices. Works with Analysts to develop training modules and job aids to support Personnel Specialist development. Coordinates and monitors special projects within PBSU. Provides technical expertise on complex personnel matters. Collaborates with employees, supervisors, and managers to resolve personnel-related issues. Oversees personnel transactions including appointments, promotions, separations, leaves, and pay adjustments. Reviews and approves transactions for accuracy and compliance. Works with CalHR, SCO, and departmental leadership on policy interpretation and transaction-related issues. Assists program management with interpretation of SPB, CalHR, and CalPERS rules and regulations. Coordinates meetings to address concerns and identify solutions. Reviews and approves correspondence involving sensitive issues.
25%	**Classification and Pay Unit** Manages C&P staff and oversees workload, priorities, and work quality. Provides direction on hiring, classification matters, position allocation, job specification revisions, reorganizations, and special projects. Reviews transfer determinations, alternate range criteria, and out-of-class assignments. Conducts classification and pay analysis, including allocations, duty statements, organizational structures, and Requests for Personnel Action. Ensures compliance with the CalHR Allocation Guidelines and the State's Classification Plan. Interprets and applies CalHR and SPB regulations, Government Code provisions, and other applicable authorities. Serves as a technical resource for staff, supervisors, and managers. Ensure staff are trained and knowledgeable in classification, hiring, and related rules and regulations. Assigns or reassigns workload in response to operational needs. Streamlines C&P processes to promote operational efficiency and customer service. Reviews classification proposals before submission to CalHR. Develop policies, procedures, templates, training materials, and related resources. Communicates changes in laws, rules, and policies to staff and prepares departmentwide communications when appropriate.

10%	**Disability Management and Return-to-Work Coordination Unit** Oversees DMU processes related to workers' compensation, non-industrial disability leave, reasonable accommodation, and return-to-work planning. Ensures compliance with applicable laws and regulations including HIPAA, FMLA, CFRA, ADA, and California Pregnancy Disability Leave. Serves as the liaison to the Division of Workers' Compensation (DWC), CalHR, and the State Compensation Insurance Fund (SCIF). Ensures the Master Service Agreement (MSA) is applied in claims adjusting. Coordinates with SCIF when complex issues arise. Coordinates case management with C&P and PBSU as needed. Consults with Supervisor II regarding complex cases and proposed settlements. Advises management on reasonable accommodation processes. Ensures required postings and forms are current. Oversees workers' compensation investigations and fitness-for-duty evaluations. Ensures databases and monthly reports are current. Maintains medical file archives in accordance with privacy and retention requirements. Ensures timely case monitoring, documentation, and communication. Provides guidance on ADA and FEHA obligations and best practices.
10%	**Administrative** Prepares reports, correspondence, and analytics related to staffing, transaction workload, and disability management trends. Participates in policy development and implementation related to HR operations. Represents the unit in meetings, workgroups, and cross-departmental initiatives. Supports executive leadership on high-level personnel matters and special projects.
	MARGINAL FUNCTIONS
5%	Perform other job-related duties as required.
	KNOWLEDGE AND ABILITIES: Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; the administration and department's goals and policies; governmental functions and organization at the state and local level; a supervisor/manager's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment which is free of discrimination and harassment. Strong knowledge of state HR laws, rules, and regulations. strong analytical, communication, and problem-solving skills. Ability to: Reason logically and creatively utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex departmental program; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively promote equal opportunity in employment while maintaining a work environment that is free of discrimination and harassment. Ability to interpret and apply CalHR, SPB, SCO, and departmental policy. Ability to supervise, train, guide, and evaluate staff.

DESIRABLE QUALIFICATIONS:

- Demonstrated supervisory experience, including planning, organizing, directing, evaluating, and supporting staff in a fast-paced Human Resources environment.
- Strong knowledge of State HR operations, including personnel transactions, payroll and benefits, classification and pay, disability management, and merit-based hiring processes.
- Expert understanding of CalHR, SPB, SCO, CalPERS, and bargaining unit rules, regulations, policies, and guidelines, with the ability to interpret and apply them accurately.
- Experience coordinating and overseeing complex HR functions, including appointments, promotions, separations, pay adjustments, alternate range determinations, and out-of-class assignments.
- Skill in classification and pay analysis, including allocations, job specification revisions, reorganizations, salary determinations, and special projects.
- Experience in disability management, including workers' compensation, NDI/SDI, FMLA/CFRA, ADA/FEHA accommodation processes, and return-to-work coordination.
- Ability to lead and develop staff, including coaching, mentoring, and providing constructive performance feedback.

SPECIAL PERSONAL REQUIREMENTS:

- Ability to maintain consistent attendance.
- Ability to demonstrate punctuality, initiative, and dependability.
- Demonstrated ability to exercise a high level of professionalism, integrity, and confidentiality when handling sensitive and complex personnel matters.
- Willingness and ability to work under pressure, manage multiple priorities, and meet strict deadlines in a fast-paced environment.
- Ability to work independently as well as collaboratively with staff, management, control agencies, and external partners.
- Strong interpersonal skills with the ability to communicate effectively, respectfully, and diplomatically at all organizational levels.
- Ability to interpret and apply laws, rules, regulations, and policies with accuracy and sound judgment.
- Willingness to take initiative, identify operational improvements, and implement process enhancements.
- Ability to provide leadership, coaching, and support to staff with diverse experience levels.
- Flexibility and adaptability to changes in workload, priorities, and statewide HR policies or mandates.
- Commitment to maintaining accurate and timely work products in compliance with CalHR, SPB, SCO, CalPERS, and departmental standards.
- Ability to handle confidential medical, disability, payroll, and personnel information in accordance with applicable privacy laws.

SPECIAL PHYSICAL CHARACTERISTICS: Persons appointed to this position must be reasonably expected to exert up to 10 lbs. of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects with or without a reasonable accommodation. Involves sitting most of the time but may involve walking or standing for brief periods of time.

The statements contained in this duty statement 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. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE AND HAVE PROVIDED A COPY OF THE DUTY STATEMENT TO THE EMPLOYEE.***

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

EMPLOYEE'S STATEMENT: ***I HAVE READ AND UNDERSTAND THE DUTIES LISTED ABOVE AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION. (IF YOU BELIEVE REASONABLE ACCOMMODATION IS NECESSARY, DISCUSS YOUR CONCERNS WITH YOUR HIRING SUPERVISOR. IF UNSURE OF A NEED FOR REASONABLE ACCOMMODATION, INFORM YOUR HIRING SUPERVISOR, WHO WILL DISCUSS YOUR CONCERNS WITH HUMAN RESOURCES OFFICE).***

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