State of California Department of Fish and Wildlife
DUTY STATEMENT
DFW 242A (REV. 7/18/2022)

☐ **PROPOSED**
☒ **CURRENT**

Department Statement:

California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE

DFW DIVISION/BRANCH/REGION/OFFICE Human Resources Office (HRO), Personnel Services Branch (PSB)	POSITION NUMBER (Agency-Unit-Class-Serial) 565-011-4800-XXX
UNIT NAME AND LOCATION Payroll and Personnel Section / Sacramento	CLASS TITLE Supervisor I
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under direction of the PSB Assistant Chief (Supervisor II), the Supervisor I incumbent functions as a Payroll and Personnel Supervisor and is responsible for overseeing a group of staff who provide a high level of customer service in the administration of payroll, leave accounting, appointments, and separations. The incumbent develops and/or revises departmental procedures to ensure compliance with federal and state civil service human resources (HR) related laws, regulations, control agency policies and directives, and Memorandum of Understandings (MOU) and handles the most sensitive and complex projects or issues. Duties include but are not limited to the following:	

PERCENTAGE 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 THE REVERSE SIDE IF NECESSARY.)
	ESSENTIAL FUNCTIONS:
35%	**Supervisory Duties** • Direct, oversee, plan, and supervise the work of staff. • Recruit, train, evaluate performance, provide encouragement and guidance to assigned staff, and prepare corrective/personnel actions as necessary. Maintain a Training Log for all staff, ensure training is completed timely, and that all items are thoroughly explained. • Coordinate and/or conduct regular information-sharing meetings and on-the-job training. • Ensure subordinate staff have the necessary tools and resources to effectively and efficiently process all payroll and personnel transactions. • Review and ensure information in all control agency directives and policies (e.g., Pay Letters, Circular Letters, Personnel Letters, Payroll Letters) is communicated with staff timely and clearly. Follow up with staff to ensure their interpretation of all policy and procedure changes is accurate. • Support and ensure staff's adherence to the department's Equal Employment Opportunity (EEO) policies and procedures. Immediately report and take any necessary corrective action to address any violations of EEO policies or procedures in accordance with the department's policies.
20%	**Audit and Review of Staff Work** • Audit work (e.g., Personnel Action Requests [PAR], lump sum packages) to ensure it is processed in adherence with the Payroll Procedures Manual (PPM), MOUs, Personnel Action Manual (PAM), State Administrative Manual (SAM), the California Department of Human Resources (CalHR) Manual, and all state and federal regulations (e.g., California Code of Regulations, Labor Codes, Government Codes). Take corrective action as necessary. • Complete a Monthly Audit Checklist for each direct report to document the work audited on each roster in accordance with departmental procedures.

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	• Oversee the monthly processing of all timesheets to ensure timesheets are processed timely and leave balances are maintained correctly in the California Leave Accounting System (CLAS). • Ensure all staff complete a Time and Attendance Report (Form 672) and Leave Activity and Correction Certification (CalHR 139) processes for each agency-unit every pay period in accordance with departmental procedures. Take corrective action as necessary. • Monitor Requests for Personnel Actions (RPA) and Exit Clearances (separations) in the Human Resources Management System (HRMS) and employee inquiries submitted through the Ask HR system to ensure they are processed timely and accurately. Ensure Official Personnel Files are created/received, maintained, and sent to transferring State agencies in accordance with departmental procedures for all CDFW employees. Take corrective action as necessary.
20%	**Payroll** • Review and monitor all payroll related processes to ensure all items are processed accurately, timely, and in accordance with departmental procedure, control agency policies, and all other applicable regulations. This includes the monthly reporting of fringe benefits to the State Controller's Office (SCO), establishment and cancellation of state-owned housing rent deductions, payment of 30+ pay differentials, Out-of-Class (OOC) pay, etc. Take corrective action as necessary. • Monitor the establishment and cancellation of garnishments and the monthly release of garnishment warrants to payees. Ensure all garnishment-related policies and procedures are adhered to and that garnishment warrants are released timely, to avoid unnecessary negative consequences to employees. Take corrective action as necessary. • Review and monitor the collection of salary advances and account receivables to ensure departmental processes are adhered to and monies owed to the department are collected timely. Take corrective action as necessary.
10%	**Consultation** • Act as a technical expert and advisor to Executive Staff, Regional/Program Managers, supervisors, analysts, and departmental employees on personnel, payroll, appointments, separations, and leave accounting related issues. • Work closely with HR Policy staff on determining and disseminating pertinent information on a department-wide level and/or to targeted and impacted employees only. • Advise and counsel on the course of action for resolving complex payroll, appointment, leave accounting, separation, and retirement issues. • Serve as a primary CDFW contact with SCO, the California Public Employee's Retirement System (CalPERS), and CalHR on all payroll and personnel related matters.
10%	**Special Projects and Assignments** • Personally, respond to and resolve complex payroll and personnel issues/problems that may be elevated to the PSB Assistant Chief, PSB Chief, Human Resources Assistant Deputy Director, or Executive Management. • Serve on personnel related task forces or workgroups within CDFW or with other departments. • Represent CDFW at SCO Transactions Supervisor Forums and other payroll and personnel related forums and meetings.
5%	**<u>NON-ESSENTIAL FUNCTIONS:</u>** Attend career development and training programs as appropriate to contribute to the achievement of HRO's goals and objectives.

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	Special Personal Characteristics: Incumbent must demonstrate the ability to act independently, be open-minded, flexible, and tactful; possess good communication skills; use good judgment in decision-making; exercise creativity and flexibility in problem identification and resolution; manage time and resources effectively; and be responsive to the department's management needs. This position has access to confidential, personal, and sensitive information and the incumbent is expected to maintain the privacy and confidentiality of such information at all times. **Interpersonal Skills**: Ability to collaborate and work well with co-workers and clients, provide clear and concise communication, have patience when dealing with upset and/or frustrated clients, track and meet multiple deadlines, and interpret and adhere to guidelines and directions received. **WORKING CONDITIONS**: The incumbent works in an office setting, with artificial light and temperature control. Ability to use a computer/laptop and telephone is essential, as the majority (90%) of the work is performed using a computer/laptop and telephone. Occasional (<5%) stooping or bending to access files. Computer usage is frequent or repetitive.

SUPERVISOR'S STATEMENT: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.**		
PRINT SUPERVISOR'S NAME	**SUPERVISOR'S SIGNATURE**	**DATE**

EMPLOYEE'S STATEMENT: **I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.** **I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.**		
PRINT EMPLOYEE'S NAME	**EMPLOYEE'S SIGNATURE**	**DATE**