DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT	POSITION NUMBER (Agency – Unit – Class – Serial)
California Correctional Health Care Services	042-230-1314-002
UNIT NAME AND CITY LOCATED Transactions and Benefit Services Human Resources Section – Elk Grove, CA	CLASSIFICATION TITLE Personnel Supervisor II WORKING TITLE Personnel Supervisor II

COI	WORK WEEK GROUP	CBID	TENURE	TIME BASE
Yes ☐ No ☒	2	S01	Perm	FT

SCHEDULE (Telework may be available): _____ AM to _____ PM. (Approximate only for FLSA exempt classifications)	SPECIFIC LOCATION ASSIGNED TO 8280 Longleaf Drive, Elk Grove, CA 95758
INCUMBENT (If known)	EFFECTIVE DATE

California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities.

CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.

Across our organization, our programs work cooperatively to provide the highest level of health care possible to a diverse correctional population. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR and CCHCS mission.

PRIMARY DOMAIN:	

Under the direction of the Supervisor I, the Personnel Supervisor II plans, organizes, and directs the work of Senior Personnel Specialists and Personnel Specialists responsible for processing personnel and payroll transactions and administering employee benefits for CCHCS. The incumbent ensures the timely and accurate processing of personnel actions, payroll transactions, leave accounting, and benefit-related activities in accordance with State laws, rules, regulations, collective bargaining agreements, and departmental policies. The Personnel Supervisor II serves as a technical expert on personnel transactions, payroll administration, and employee benefits programs and coordinates with control agencies to resolve complex personnel and payroll matters.

% 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

40%	Plans, organizes, assigns, and directs the work of Senior Personnel Specialists and Personnel Specialists responsible for processing personnel and payroll transactions, including appointments, separations, salary determinations, pay differentials, leave accounting transactions, benefits actions, and other personnel and payroll-related activities. Ensures staff accurately process transactions related to employee leave and disability benefits including FMLA, NDI, and SDI. Establishes workload priorities and monitors workflow to ensure timely and accurate processing of personnel transactions in accordance with State laws, rules, regulations, collective bargaining agreements, and departmental policies. Provides technical direction, training, and guidance to staff regarding personnel and payroll transactions, leave accounting practices, employee benefits programs, and automated personnel systems. Reviews staff work to ensure accuracy, completeness, and compliance with applicable policies and procedures. Conducts staff meetings, evaluates employee performance, completes probation reports, identifies training needs, and promotes staff development. Maintains a work environment that supports equal employment opportunity and fosters professionalism and teamwork.
35%	Serves as the technical expert and primary resource for complex and sensitive personnel, payroll, and benefits issues. Interprets and applies laws, rules, regulations, collective bargaining agreements, and departmental policies governing personnel transactions, payroll processing, leave accounting, and employee benefits programs. Researches and resolves complex issues related to payroll discrepancies, salary determinations, benefits eligibility, leave balances, disability benefits, overpayments, and other personnel transactions. Provides consultation and guidance to management, supervisors, and staff regarding personnel policies, leave benefits, payroll processing, and appropriate courses of action. Coordinates with control agencies including the California State Controller's Office, California Department of Human Resources, California State Personnel Board, and the California Public Employees' Retirement System to resolve complex personnel, payroll, and benefit matters and ensures compliance with statewide personnel and payroll policies and procedures.
15%	Develops, revises, and implements policies, procedures, desk manuals, and training materials related to personnel transactions, payroll processing, leave accounting, and benefits administration. Evaluates existing processes and recommends improvements to enhance operational efficiency, accuracy, and compliance with statewide personnel and payroll requirements. Communicates policy updates and procedural changes to staff and ensures appropriate training is provided to support consistent application of policies and procedures.
10%	Participants in departmental workgroups, committees, and special projects related to personnel administration, payroll processing, leave accounting, and employee benefits programs. Represents the CCHCS Transactions and Benefits Services unit in meetings with departmental management and control agencies. Assists management with operational planning, workload analysis, and implementation of program initiatives affecting personnel transactions, payroll operations, and employee benefits services. Performs other job-related duties as required.
	KNOWLEDGE AND ABILITIES *Knowledge of:* Current office methods, procedures, equipment, and basic math principles and a supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment. *Ability to:* Think logically, multitask, and apply laws, rules, regulations, and bargaining contract provisions concerning personnel transactions; independently interpret and use reference material; give and follow directions; gather data; design and prepare tables, spreadsheets, and charts; advise employees of their rights; consult with supervisors on alternative actions which they may take on various transaction situations; communicate effectively; operate a computer keyboard/terminal;

establish and maintain cooperative working relations with those contacted during the course of the work; organize and prioritize work; create/draft correspondence; maintain personnel record and plan, organize, direct, and evaluate the work of subordinate staff; analyze work processes, evaluate suggestions, and develop and implement effective courses of action; effectively present ideas and recommendations; develop subordinate staff and assess training and developmental needs; effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

DESIRABLE QUALIFICATIONS
Work independently in a team setting. Familiarity with automated systems.

OTHER DOMAINS
NA

SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT

- CCHCS does not recognize hostages for bargaining purposes. CCHCS and CDCR have a "NO HOSTAGE" policy and all incarcerated patients, visitors, nonemployees, and employees shall be made aware of this.

SPECIAL PHYSICAL CHARACTERISTICS
Persons appointed to this position may be reasonably expected to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or to constantly lift, carry, push, pull, or otherwise move objects. Involves sitting most of the time, but may involve walking or standing for brief periods of time.

SPECIAL PERSONAL CHARACTERISTICS

- Influence change and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts.
- Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.
- Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.
- Ability to build trust, improve communication, and assist with the transformation of correctional culture.

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