# DUTY STATEMENT

| | |
|---|---|
| Employee Name: | Position Number:<br>**580-120-4800-909** |
| Classification:<br>Supervisor I | Tenure/Time Base:<br>Permanent/Full-Time |
| Working Title:<br>Payroll and Benefit Services Unit Chief | Work Location:<br>1615 Capitol Avenue, Sacramento CA 95814 |
| Collective Bargaining Unit:<br>S01 | Position Eligible for Telework (Yes/No):<br>Yes |
| Center/Office/Division:<br>Human Resources Division | Branch/Section/Unit:<br>Employee Relations and Resource Branch/ Payroll and Benefit Services Section/ Payroll and Benefit Services Unit |

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

## Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the California Department of Human Resource's Job Descriptions webpage.

## Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by serving as the Unit Chief over the Payroll and Benefit Services Unit.

The Supervisor I is responsible for overseeing the daily operations of the Payroll and Benefit Services Unit (PBSU). This includes, but is not limited to, supervising and evaluating subordinate staff who provide the full range of personnel, payroll, disability, payroll, and benefit services to their assigned Program/Unit employees; observing assignments; communicating and coordinating training; managing and directing special projects; assisting with the development of work plans and monitoring deadlines; and directing the workload of the Analyst I/II's, Senior Personnel Specialists (Sr. PS), and

supporting staff such as Personnel Specialist (PS), Retired Annuitant (RA), and Student Assistant (SA) Positions. The Supervisor I also assists staff with the day-to-day payroll and benefit services, including State Disability Insurance (SDI) and Non-Industrial Disability Insurance (NDI). The Supervisor I speaks publicly at program meetings, staff trainings, and quarterly Attendance Coordinator (AC) and Personnel Liaison (PL) Meetings.

The incumbent works under the general direction of the Supervisor II, Chief of the Payroll and Benefit Services Section Chief.

## Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☐ Travel:
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

## Essential Functions (including percentage of time)

45% Coordinates, assigns, and controls workflows of PBSU staff to meet critical due dates in compliance with control agencies, Personnel Management Liaisons (PML), PLs, legislative laws, rules, and current Personnel policies and practices; works closely with the Analyst I/IIs to identify, develop and assist in creating training modules/job aids to preserve and improve the expertise of the Personnel Specialist staff.

40% Coordinates and monitors critical and special project efforts in PBSU. Functions as the Unit/Program specialist, providing technical expertise on a wide variety of high-level, complex personnel-related matters. Collaborates with employees and Human Resources Division (HRD) supervisors and managers to resolve personnel-related issues. Acts as a liaison to control agencies to exchange information, clarify requirements and resolve operational issues, escalating matters requiring departmental policy decisions to the Supervisor II. Partners with the Position Control and Data Analysis Unit to ensure staff process Pay/Personnel Action Request discrepancies timely as they appear on the State Controller's Office (SCO) Periodic Report and annual Schedule 8 Report, along with conducting internal audits of position discrepancies.

10% Assists Program administration and management in the interpretation and/or application of the State Personnel Board's (SPB), California Department of Human Resources' (CalHR) and California Public Employees' Retirement System's (CalPERS) rules and regulations. Coordinates meetings with program staff to address concerns and provide solutions. Reviews and approves correspondence on sensitive issues.

## Marginal Functions (including percentage of time)

5% Approves internal staff matters, such as sick leave and vacation requests. Serves as backup in the absence of the Supervisor I, or Supervisor II in other PBSU units. Performs other job-

related duties as assigned.

☐ I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

| Supervisor's Name: | Date | Employee's Name: | Date |
|---|---|---|---|
| Supervisor's Signature | Date | Employee's Signature | Date |

**HRD Use Only:**
Approved By: JC
Date: 04/09/26