STATE OF CALIFORNIA
Department of Motor Vehicles

DEPARTMENT OF MOTOR VEHICLES

POSITION DUTY STATEMENT

308-4800-001

Division: Investigations Division	**Classification Title**: 4800 Supervisor I
Branch: Admin & Support Branch	**Working Title**: HR Supervisor
Unit: Administrative Services Branch	**Tenure/Timebase**: Permanent Fulltime
Position City: Sacramento	**Position County**: Sacramento County
Position Number: 308-4800-001	**CBID/Bargaining Unit**: S07
Conflict of Interest Classification: Yes This position is designated under the Conflict of Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.	
Medical Evaluation: No	**Bilingual Language**: Unknown
Sensitive Position: No	**DMV Employee Pull Notice**: Yes
Fingerprint/Live Scan: Yes	**Professional License**: No
Work Week Group: E	**Date Approved**:

Direction Statement and General Description of Duties: Under the direction of the Chief of Staff, the Supervisor I provides supervision and oversight over staff responsible for the following functions: hiring, personnel tracking, benefit entitlements, attendance reporting, and misc. administrative support functions.

Percentage and Essential/Marginal Functions:

40%	**(E)** Supervise, direct, prioritize, and run workload reports for staff in the division's HR Support Team. Monitor and control divisional staffing requirements, including the coordinators of personnel hiring and maintenance of organizational and staffing records.

	Oversees the development and maintenance of divisional organizational charts and position database. Lead and conduct independent research and analysis to respond to complex escalated inquiries. Handle various complex Human Resource assignments. Represent the division and the unit as a subject matter expert on Human Resource topics which include but are not limited to; FMLA, Reasonable Accommodation, Worker Compensation, benefits, employee disciplinary issues and position allocation. Work with divisional management to update and create duty statements.
30%	**(E)** Oversee position vacancies and hiring activity as related to expenditures to ensure appropriate staffing levels/funding. Work closely with Staff Services on positions and budgeting personal services within the divisional Expenditure Management Plan on a quarterly basis and monthly basis to update upper management of any issues or variations in spending that could affect year-end departmental spending status. Work closely with Staff Services regarding Budget Change Proposals and position allocations. Create presentations/visuals for Chief of Investigations and Chief of Staff. Keep track of changes to bargaining unit contract changes and pay differentials. Oversee the tracking and completion of Leave Reduction Plans, Probationary Reports and annual Performance Appraisals.
25%	**(E)** Ensure staff comply with all of the departmental policies, office standard procedures and protocols. Monitor and evaluate staff's work performance and development. Resolve discipline and grievance issues. Recognize and commend accomplishments and outstanding performances. Make decisions and recommendations concerning personnel hiring and training. Develop and mentor staff to ensure skill levels meet the needs of the department and the division. train staff on new procedures and develop office procedures and guidelines for hiring managers. Acts as the main contact with upper management and key stakeholders.
5%	**(M)** Provides additional assistance as required within the division, serves as support and back-up to the Chief of Staff. Performs other job-related duties as required.

Supervision Received: The Supervisor I reports directly to the Chief of Staff / ADC/PM and may receive assignments from the Deputy Director/Chief of Investigations.

Supervision Exercised and Staff Numbers: Directly supervises a team of analysts.
Physical Requirements: Works in an office setting, in a cubicle, with artificial lighting and temperature control. Primarily sedentary for extended periods of time; to operate a computer terminal; participate at meetings. Ability to communicate effectively with internal/external customers over the telephone, in person, or via e-mail. Requires fine hand manipulation and repetitive use of hands. Occasional reaching above shoulder level and occasional bending/stooping and occasional moving up to fifteen pounds. Occasional travel by car or airplane.
Special Requirements: Must possess good written and communication skills, use good judgment indecision making, manage time and resources effectively. Ability to present materials to staff in a clear and concise manner. Regular attendance and punctuality are essential functions for this position.
Personal Contacts: Will interact with other departmental managers, internal and external stakeholders via telephone, e-mail, virtual, in person, and mail as needed. Interactions may be general, confidential, sensitive, or informative.

EMPLOYEE ACKNOWLEDGMENT

I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe you may need to request reasonable accommodation to perform the duties of this position, discuss your request with your manager/supervisor who will engage with you in the interactive process.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

MANAGER/SUPERVISOR ACKNOWLEDGMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE
