State of California
Department of
Industrial Relations
EST. 1927

DUTY STATEMENT

☐ CURRENT

☒ PROPOSED

CIVIL SERVICE CLASSIFICATION	WORKING TITLE
Supervisor I	Supervisor I

PROGRAM NAME	UNIT NAME
Office of the Director	Legal (North)

ASSIGNED SPECIFIC LOCATION	POSITION NUMBER
Oakland	400 – 112-4800-151

BARGAINING UNIT	WORK WEEK GROUP	BILINGUAL POSITION	CONFLICT OF INTEREST FILER	BACKGROUND CHECK
S01	E	No	Yes	No

General Statement

Under general direction of the Assistant Chief Counsel, the Supervisor I serves as the Administrative Support Services Manager in the Department of Industrial Relations (DIR), Office of the Director - Legal Unit (OD Legal) (North). The Supervisor I oversees a unit responsible for carrying out the administrative functions for the OD Legal (North) office, including the AFU, related to budgets, procurement, personnel, facilities, and other analytical functions to support attorneys and investigators in carrying out OD Legal's work.

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

Percentage of Time Spent	Duties Essential Job Functions
45%	Plan, organize, direct, and oversee the work performed by staff in the OD Legal (Oakland) Administrative Unit. Provide regular and timely probationary reports and written performance appraisals to staff. Counsel staff and initiate disciplinary actions as necessary. Recruit, hire, train, develop, and provide leadership to staff. Comply with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including, but not limited to: hiring, employee development, and management. Identify appropriate long-range plans and goals to address succession planning and knowledge transfer. Establish performance expectations for all staff and evaluate their performance. Develop staff work plans, monitor, and evaluate progress, and ensure key milestones are met and are on schedule. Monitor, organize, direct, and evaluate the quality and quantity of the unit's work and make changes to ensure a productive work environment. Prepare administrative directives, policy, and procedure manuals for assigned areas of responsibility. Supervise staff in the management of potential workload bottlenecks and recommend appropriate course of action.
20%	Provide guidance to staff in the review of hiring packets and personnel liaison functions performed by the unit. Perform the most difficult and/or sensitive work related to evaluating current/proposed duty statements, organizational charts, justifications, application screening matrix, and interview questions to meet the standard requirements set by CalHR/HR. Approve hiring packets in SalesForce and consult with HR analyst for guidance on providing feedback or edits. Review the most difficult and/or sensitive completed hiring packets for candidate before

	submitting to HR for final review. Maintain recruitment files in accordance with SPB/CalHR guidelines according to the records retention schedule and retention regulations. Assist employees in answering related questions regarding HR separations, payroll, and benefits.
20%	Oversee analyst staff's review of annual and multi-year contracts consisting of scope of work, contract specifications to ensure compliance and coordination with policies and practices of DIR's Contracts and Procurement Unit. Oversee and review Cal-card monitoring and expenses and audit and approve invoices. Oversee and manage OD Legal's implementation, use, and compliance of the Fi$Cal system. Perform the most difficult and/or sensitive work related to contracts and facilities.
10%	Manage and review OD Legal's monthly and annual budgets, as well as review monthly and year-end financial reports. Prepare Budget Change Proposals (BCP) for review and approval, ensuring all budget changes align with the Department's financial objectives and regulatory requirements. Assist in budget letter, budget revisions, and periodic agency drills.
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Percentage of Time Spent	**Marginal Job Functions**
5%	Perform other job-related duties as assigned, including, but not limited to, attending meetings and performing special project assignments for the Chief Counsel and Assistant Chief Counsel.

Conduct, Attendance, and Performance Expectations

This is a supervisory position, requiring reliable attendance, good judgment, strong oral and written communication skills, the ability to work with others and supervise administrative staff, and the ability to maintain confidentiality.

Supervision Received

The Supervisor I is under general direction of the Assistant Chief Counsel but may also receive direction from the Chief Counsel.

Supervision Exercised

The Supervisor I directly supervises analysts (Analysts I and II).

Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts

Work Environment

The incumbent works in an office environment and is required to work extensively on the computer as necessary for email communication and research. Confidentiality must be always maintained due to the nature of the work performed.

Special Requirements/Other Information

The incumbent must demonstrate the ability to establish and maintain cooperative working

relationships with staff at all levels, both within and outside DIR to complete work assignments. The incumbent must demonstrate the ability to research, interpret principles governing the State's personnel management practices, analyze data and provide recommendations and/or feedback to all levels of staff both within and outside State civil service. The incumbent must exercise the ability to reason logically and analyze data to reach accurate and justifiable conclusions and complete assigned work and review for accuracy.

Physical Abilities

The ability to use a computer, telephone, and other office equipment such as copiers and scanners is necessary. The incumbent may occasionally be required to travel to our Sacramento office to onboard new employees. Being in a stationary position for long periods of time.

Additional Requirements/Expectations

None.

Personal Contacts

The incumbent has frequent contact with staff at all levels within the Department, as well as external stakeholders and staff at other State Agencies.

Employee Acknowledgment

I have read and understand the duties listed above and certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform these assigned duties as described above with or without reasonable accommodation. If you believe a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Medical Management Unit in the Human Resources Office.

Employee Name	Employee Signature	Employee Sign Date

Supervisor Acknowledgment

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

Supervisor Name	Supervisor Signature	Supervisor Sign Date

HUMAN RESOURCES OFFICE APPROVAL

DC	5/12/2026
C&S Analyst Initials	Approval Date