

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Personnel Supervisor I	OFFICE/BRANCH/SECTION DHR/Office of Transaction Services	
WORKING TITLE Sup I	POSITION NUMBER 702-008-1304-xxx	EFFECTIVE DATE 07/01/2015

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the general supervision of the Personnel Supervisor II, the Personnel Supervisor I (Sup I) is responsible for a portion of the Office of Transactions Services program. The Sup I is responsible for the leadership of staff engaged in a variety of payroll services and personnel transactions work in the areas of appointments; separations; payroll-related matters; implementation of collective bargaining issues; health, dental, vision, life, flex, deferred compensation, and COBRA benefits; leave accounting; disability compensation; adverse actions and salary issues. The incumbent demonstrates a positive attitude and a commitment to provide quality service that is accurate, timely, and exceeds our customers' expectations.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
40%	E	Plans, organizes, directs and evaluates the work processes of Personnel Specialists to promote effective performance. Clearly presents recommendations and alternatives in an effective manner and guides implementation of any/all new procedures. Establishes and maintains cooperative working relationships with internal and external customers. Exercises good judgment to develop logical and creative solutions to various issues. Researches, interprets, coordinates, and ensures compliance with various bargaining unit contracts, policies, laws, rules and instructions such as those of the Department of Human Resources (CalHR). Provides interpretation and guidance to staff of all levels, communicating effectively. Facilitates in the implementation of changes initiated by the State Controller's Office and CalHR, Bargaining Units and the department. Monitors the overall timeliness and effectiveness of transaction activities.
30%	E	Mentors and coaches to build staff capacity. Develops skills of the Personnel Specialist staff. Ensures that staff receives the necessary guidance to perform their jobs appropriately, establish career goals, and are aware of the new policies and procedures which may impact their positions. Assesses training and development needs and ensure they are met through in-service training, SCO classes and on-the-job training. Uses objective criteria when dealing with performance, operational, and administrative issues.
20%	E	Represents the Office at various forums and locations requiring input regarding personnel/ transactions activities. Represents management and acts as an expert resource in personnel and transaction matters in court appearances, Board of Control hearings and departmental meetings. Acts as a consultant for customers who have questions and/or concerns relating to transactions. Partners with control agencies when necessary to obtain or share information to solve the most complex transaction problems.
10%	M	Compiles and submits information for preparation of reports as required. Participates on special projects and teams. May serve as back up to the Sup II in their absence.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Supervises a team of Personnel Specialists.

ADA Notice

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KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must be able to interpret civil laws and rules and various personnel manuals from SCO, PERS, and CalHR as well as Departmental procedures and bargaining unit MOUs.

Is responsible for resolving the most complex personnel issues. Recommendations are made for implementation of new MOU requirements, development of new systems of automation to simplify tasks and other complex systems. Creates an environment that encourages creative thinking.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Must be able to make independent decisions on a regular basis related to employee payroll, leave and benefits. Makes decisions related to the Department's position on statewide transactions issues. Use of poor judgment could affect employees' pay and benefits and cause considerable hardship to all levels of employees including CEAs and Exempts.

The incumbent is responsible for complying with the Information Practices Act (IPA) by protecting departmental employees' confidential information, including, but not limited to, social security numbers, medical or employment history, education, financial transactions, or similar information. Failure to protect departmental employee's confidential information may damage DHR's reputation as a confidential organization, may result in employee grievances or lawsuits, and, pursuant to California Civil Code section 1798.55, could result in disciplinary action, including termination of employment.

PUBLIC AND INTERNAL CONTACTS

Maintains frequent contact with other State agency representatives including CalHR, SCO, and CalPERS in the area of transactions, benefits, and retirement. Work with other Caltrans employees in a cooperative manner.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for long periods of time using a keyboard and video display terminal. Employee must maintain cooperative working relationships with staff as well as other departmental employees, must respond appropriately to difficult situations, must recognize emotionally charged issues or problems, and must facilitate effective solutions. May on occasion need to assist in movement of boxes or other miscellaneous office supplies and will need to be able to lift items weighing five to ten pounds. Must adjust rapidly to new situations warranting attention and resolution.

WORK ENVIRONMENT

The incumbent will work in a climate-controlled office under artificial lighting. The work site may have limited viewing access to the outdoors and the incumbent may be assigned cubicle space as a base of operation.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

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SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE
