

**DUTY STATEMENT**

GS 907T (REV. 1/98)

**SHADED AREA FOR HUMAN RESOURCES ONLY**

**INSTRUCTIONS:** Refer to the Payroll and Personnel Procedures Manual (PPPM) for Duty Statement Instructions.

RPA-  
**10571-OHR**

EFFECTIVE DATE:

<b>DGS OFFICE OR CLIENT AGENCY</b> Office of Human Resources	<b>POSITION NUMBER (Agency - Unit - Class - Serial)</b> 306-271-1314-933
<b>UNIT NAME AND CITY LOCATED</b> Disability Transactions Unit – West Sacramento	<b>CLASS TITLE</b> Personnel Supervisor II
<b>WORKING HOURS/SCHEDULE TO BE WORKED</b> 8:00 a.m. – 5:00 a.m.	<b>SPECIFIC LOCATION ASSIGNED TO</b> Sacramento
<b>PROPOSED INCUMBENT (If known)</b>	<b>CURRENT POSITION NUMBER (Agency - Unit - Class – Seri</b>

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

**POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS**

Under the general direction of the Staff Services Manager I (SSM), the incumbent provides supervision for three (3) Senior Personnel Specialists within in the Office of Human Resources (OHR) Disability Transaction Unit (DTU). This includes the State Compensation Insurance's Fund (SCIF) Industrial Disability Leave (IDL), Temporary Disability (TD) and the Employment Development Department's Non-Industrial Disability Insurance (NDI) and State Disability Insurance (SDI). The DTU provides pay and benefits for employees on disability status.

% of Time	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. <i>(Use additional sheet if necessary)</i>
30%	<p>The Department of General Services' (DGS) Core Values and Expectations of Supervisors and Managers are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS managers and supervisors are to adhere to the Core Values and Expectations of Supervisors and Managers, and to exhibit and promote behavior consistent with those values and expectations.</p> <p>This position is designated under the Conflict of Interest Code. The 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.</p> <p><b>ESSENTIAL FUNCTIONS</b></p> <p>Plan, direct and organize the work of subordinate staff that process employment and leave updates for employees on work related and non-work related disability leave. Develop, implement and monitor internal procedures and processes to improve efficiency. Develop logical and creative solutions to solve unique disability issues as they arise. As the expert for DTU, research and complete the most complex disability cases involving pay and/or benefits. Manage staff workload and schedules. Foster and implement a team environment. Perform staff assignment audits to ensure staff work is completed timely and accurately.</p>

**SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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**EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT. I CERTIFY THAT I CAN PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB, WITH OR WITHOUT REASONABLE ACCOMMODATION.**

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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% of Time	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. <i>(Use additional sheet if necessary)</i>
20%	Review and analyze all disability laws and rules impacting employee pay, pay differentials, retirement, savings plus and benefits. . Review all CalHR, SPB, SCO PML's and Pay Letters related to disability processing ensuring subordinate staff are aware of any changes to the processing of disability documentation. Monitor disability trends, department past practice and history. Attend all disability forums hosted by control agencies and/or other State departments.
10%	Respond to customer complaints and develop solutions with staff prior to executive management elevation. Develop communication methods to distribute relevant and technical information to employees, attendance clerks, personnel liaisons, and program supervisors/managers.
10%	Review, disseminate and monitor the completion of the disability type Revolving Fund Report, Accounts Receivable Report and the Unreleased Warrant Report in accordance with DGS Budget and Fiscal Office guidelines and policies in addition to the above guidelines as directed by the personnel manager.
10%	Lead, monitor and participate on special teams/projects e.g., internal and external training, in order to ensure that expected outcomes are achieved in accordance with Personnel and OHR Managements recommendations, internal and external client requests and recommendations and control agency directives.
10%	Provide on-the-job training of staff on all aspects of expected job functions related to the transaction processing of disability cases to ensure payroll, benefits and leave documentation are completed accurately and timely.
5%	Perform employee performance evaluations to ensure appropriate level of work is done both timely and correctly. Provide training and mentoring to staff that are under performing. Utilize all tools available to assist staff to ensure successfulness. Utilize the Constructive Intervention process, if needed, to correct performance/behavior.
5%	In order to maintain an accurate reporting to the State Controller's Office (SCO) for issuance of correct payroll warrants of subordinate staff's time or accurate reporting to the Office of Fiscal Services (OFS) for the billing of services for clients through the use of the Project Accounting & Leave (PAL) system in accordance with DGS policies and guidelines, MOU provision and SPB or CalHR laws and rules: Grant or deny subordinate staff request for time off or requests to work overtime. Ensure subordinate staff has sufficient leave credits available for the leave requested. Approve PAL entries for subordinate staff on dock or AWOL on or before the designated State Controller's Office (SCO) semi-monthly or monthly payroll cut-off date. This is to ensure the correct issuance of a SCO warrant for pay day. Approves or disapproves PAL entries for subordinate staff within three working days after the completion of the pay period. This is to ensure the correct issuance of a SCO warrant that is returned to SCO for late dock, issuance of correct overtime pay due to an employee and proper billing to clients for services rendered.

**INTERPERSONAL SKILLS:**

Ability to motivate; work cooperatively with all levels in the organization; gain, as well as give, confidence and trust of others.

**DESIRABLE QUALIFICATIONS:**

Knowledge of current Personnel policies, practices, trends, and strategic plans, to include disability policies, practices, trends and strategic planning.

Experience interpreting and implementing HR policies and practices.

Experience with disability personnel transactions to include pay, leave and benefits.

Expert level knowledge working with personnel transactions associated with disability documentation.

Experience working in a personnel transactions office.

Experience working with both departmental and office teams to resolve various personnel-related, disability related issues.

Experience handling multiple courses of action simultaneously.

Experience working with control agencies to resolve sensitive issues.

Experience directing and motivating teams.

Ability to express ideas and information in written form clearly, accurately, and in an organized manner.

Ability to express ideas and facts orally in a clear and understandable manner.

**WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:**

Business dress in accordance to office environment.

Select, access, and use necessary information, data, and communications-related technologies, such as personal computer applications, telecommunications equipment, Internet, voice mail, email, etc.

Handle stress well.

Meet critical and constant deadlines and timeframes.

Multi-task with changing priorities.

Solve problems by selecting and applying appropriate methods such as quantitative reasoning.