

**DUTY STATEMENT**

GS 907T (REV. 04/02)

**SHADED AREA FOR HUMAN RESOURCES ONLY**

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

RPA  
9697-OHR

EFFECTIVE DATE:

1. DGS OFFICE OR CLIENT AGENCY Office of Human Resources	POSITION NUMBER (Agency - Unit - Class - Serial) 306-271-1304-933
2. UNIT NAME AND CITY LOCATED Personnel Transactions–West Sacramento	3. CLASS TITLE Personnel Supervisor I
4. WORKING HOURS/SCHEDULE TO BE WORKED 8:00 a.m. to 5:00 p.m.	5. SPECIFIC LOCATION ASSIGNED TO 707 3 <sup>rd</sup> Street, West Sacramento
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 306-271-1304-933

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.

8. BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS  
Under general supervision of the Staff Services Manager I, serves as a leader, coach and mentor to staff. Plans organizes and coaches the work of the Personnel Specialists (PS) performing personnel and payroll duties engaged in maintaining an active roster of full-time, part-time, and intermittent positions. Monitors all transactions processed in the unit and rates performance reports. The incumbent actively serves as a member of the Personnel Transactions Unit (PTU) management.

9. Percentage of time performing duties 35%	10. 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> <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>In accordance with the guidelines of the Personnel Management Policy and Procedures Manual (PMPPM), Payroll Procedure Manual (PPM), Personnel Action Manual (PAM), State Administrative Manual (SAM), Benefits Administrative Manual (BAM), California Department Of Human Resources (CalHR) Pay Letters, California Public Employees Retirement System (CalPERS)-CalPERs State Handbook, Department of Personnel Administration (DPA) and State Personnel Board (SPB) laws, rules and regulations, State Controller's Office (SCO) Personnel and Payroll Letters, Personnel Management Liaison Memos (PML's), Collective Bargaining Contracts, Human Resource Memorandum (HR Memo's), Personnel Supervisor Office Procedures Manual (PSOP), Personnel Transactions Office Procedures Manual (PTOP), Attendance Clerk Procedure Manual (ACPM), Personnel Operations Manual (POM),and Activity Based Management System (ABMS) Manual.</p> <p><b>ESSENTIAL FUNCTIONS</b></p> <p>In order to lead, mentor and coach staff in their development as needed by using all of the above Manuals, one-on-one meetings, computer, emails, and the telephone.</p> <ul style="list-style-type: none"> <li>• Directly supervises PS's in the processing of all transactions, personnel, and payroll documents.</li> <li>• Delegates the work of all Personnel Specialist (i.e., employee separations, appointments, and benefits.)</li> <li>• Provides one-on-one training to all PS's under his/her supervision.</li> <li>• Development Plans under established timelines.</li> </ul>
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11. SUPERVISOR'S STATEMENT: <b><i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i></b>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

12. EMPLOYEE'S STATEMENT: <b><i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i></b>		
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The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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35%	<ul style="list-style-type: none"> <li>• Monitors and evaluates performance using completed employee assignments and discussions with employees; provides on-the-job training to employees using either a one-on-one approach or in group settings.</li> <li>• Prepares written performance evaluations using probationary reports and Individual</li> <li>• Provides injured employee(s) with the Employee's Claim for Worker's Compensation Benefits (SCIF 3301) and completes the SCIF Occupational Injury Report (SCIF 3067).</li> <li>• Follows departmental Return to Work and Bargaining Unit Agreement guidelines for the purpose of returning employees to full duty.</li> <li>• Encourages staff participation in departmental training for upward mobility purposes.</li> <li>• Takes corrective action to improve performance following the Department's Constructive Intervention process.</li> </ul> <p>In order to provide daily expert guidance and recommendations to departmental offices and Transactions staff by using the phone, e-mails or one-on-one meetings and the above guidelines as needed:</p> <ul style="list-style-type: none"> <li>• Acts as a resource person for staff who has questions and/or concerns relating to personnel transactions.</li> <li>• Interprets DPA and SPB Laws and Rules, PSOP, ACPM and POM procedures, and departmental policies for the Employment Development Department (EDD) (i.e., salary determinations, EDD for Benefit Audits and Employment Certification).</li> <li>• Contacts control agencies when necessary to obtain information to solve the more complex transaction problems (i.e. keying separations, getting pay to issue, facilitate approval effective date of health/dental benefits, etc.)</li> </ul>
15%	<p>In order to report staff time accurately to SCO for issuance of correct payroll warrants and/or to accurately report to the OFS the billing of services for clients through the use of the Project Accounting &amp; Leave (PAL) system in accordance with the listed guidelines, the incumbent:</p> <ul style="list-style-type: none"> <li>• Grants or denies employee requests for time off or requests to work overtime by evaluating staffing levels and workload needs.</li> <li>• Verifies employees have sufficient leave credits available for the request for time off by reviewing balances in PAL and manually tracking as needed.</li> <li>• Verifies employee PAL time is charged correctly by comparing against the alias listing or through clarification with staff.</li> <li>• Corrects PAL balances by entering, or directing entry, of employee's time in the PAL system including time charged to projects, leave usage, dock, NDI, AWOL, etc.</li> <li>• Ensures SCO payroll warrants are accurate by entering and approving PAL time for dock or AWOL on or before the designated SCO semi-monthly or monthly payroll cut-off date.</li> <li>• Facilitates the correct issuance of SCO warrants returned to SCO for late dock, issuance of correct overtime pay due to an employee and proper billing to clients for services rendered by approving or disapproving PAL entries for employees within three working days after the completion of the pay period.</li> </ul>
10%	<p>In order to provide organized accurate data and act as the resource expert to the PS, as needed, by using the computer, e-mails, telephone, one-on-one meetings and above guidelines:</p> <ul style="list-style-type: none"> <li>• Manually, compiles roster counts from 672s, workload activity from quarterly desk audit report, run ABMS 607 Report to determine position status and submits information to the PS II for preparation on monthly and special reports as required.</li> <li>• Compiles information requests by using ABMS reports such as positions roster, employee shift and various resource files, etc., and submits a summarized report as necessary to Supervisors, Personnel Analysts, or the Personnel Officer.</li> <li>• Assists in the recruiting and hiring process when filling a vacant position by conducting application reviews, assist in developing interview questions, serve on the interview panel and conducts reference checks.</li> <li>• Actively participates on special projects and teams.</li> </ul>

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5%	<p><b><u>MARGINAL FUNCTIONS</u></b></p> <p>In order to ensure constant supervisor availability to Personnel Transactions staff:</p> <ul style="list-style-type: none"> <li>• Act as back-up to other supervisory staff in their absence</li> <li>• Acts as the SSM I in his/her absence by responding to phone or e-mail inquiries, attend meetings and report pertinent information immediately upon return of the SSMI.</li> </ul> <p><b><u>DESIRABLE QUALIFICATIONS:</u></b></p> <ul style="list-style-type: none"> <li>• Experience in human resources related work</li> <li>• Experience analyzing situations and adopting effective course of action</li> <li>• Experience in analyzing and interpreting laws, rules, and regulations</li> <li>• Demonstrated ability to maintain confidentiality of sensitive personnel related work</li> <li>• Experience in providing quality customer service</li> <li>• Experience working with the automated Activity Based Management System (ABMS)</li> <li>• Experience working with control agencies: SPB, CalHR, SCO, Cal PERS</li> <li>• Excellent organizational skills</li> <li>• Ability to focus attention to detail and follow through</li> </ul> <p><b><u>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</u></b></p> <ul style="list-style-type: none"> <li>• Requires ability to effectively handle stress and deadlines.</li> <li>• Appropriate dress for the office environment.</li> <li>• Read various documents and resources.</li> <li>• Effective communication with various clients.</li> </ul>