

STATE BOARD OF EQUALIZATION DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION Personnel Supervisor I		WORKING TITLE	
UNIT/DISTRICT/LOCATION		POSITION NUMBER	
SEERA DESIGNATION S	BARGAINING UNIT 01	WORK WEEK GROUP 2	CERTIFICATES REQUIRED None
FINGERPRINTS REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		SUPERVISION EXERCISED Yes	

Job Requirements

Knowledge of:

- Principles, practices and trends of public and business administration, accounting principles and procedures.
- In-depth and thorough knowledge of civil service transactions and payroll processing and procedures.
- Principals of effective supervision and leadership.
- The Board of Equalization's (BOE) Equal Employment Opportunity program objectives and a supervisor's role in the program.
- Current office methods and procedures, supplies and equipment such as personal computers and calculators.
- Personal computer software such as Excel, Access, Microsoft Word and Microsoft Outlook.

Ability to:

- Establish and maintain cooperative-working relations with those contacted during the course of the work.
- Apply laws, rules, regulations and bargaining contract provisions concerning personnel transactions.
- Independently interpret and use reference material to analyze data and draw logical conclusions.
- Plan, organize, direct and evaluate the work of subordinate staff.
- Give and follow directions.
- Advise employees of their rights and supervisors of alternative actions that they may take regarding various transaction situations.
- Communicate effectively and interact professionally with all levels of management, staff and the public.
- Use tact and good judgment in dealing with others.
- Analyze work processes, evaluate suggestions and develop and implement effective courses of action.
- Gather data, design and prepare complete and concise tables, charts and reports.
- Develop subordinate staff and assess training and developmental needs.
- Effectively deal with sensitive and difficult situations.
- Ability to work under pressure, meet stringent deadlines, and adjust to changing priorities.
- Ability to work independently and maintain confidentiality of information and records.
- Support the BOE's EEO program.
- Effectively operate a computer.
- Maintain good attendance.
- Work in a high rise building.

Desirable Qualifications

- A demonstrated interest in assuming increasing responsibility and being a leader.

HRD Approved by DW 4/29/14

Statement of Position

Under the general supervision of the Staff Services Manager I, the Personnel Supervisor I (PSup I) is responsible for the effective and efficient operation of the Transactions Section which performs activities that support the BOE's total personnel transactions program. The PSup I supervises a team of 8-9 Personnel Specialist I's.

Candidate must be able to perform the essential job functions (*) with our without reasonable accommodation.

PERCENTAGE OF TIME SPENT	DUTIES
65%	*Plans, organizes, evaluates, and directs the work of the staff. Evaluates current processes/procedures, recommends improvements and implement changes as necessary. Supervise a team of Personnel Specialists in the preparation and processing of a variety of personnel and payroll related transactions. This function includes: providing assistance to staff on the more complex and sensitive issues that pertain to personnel and payroll benefits, participating in the recruitment of new Personnel Specialist positions, review and approve employee time off, review employee staff work, evaluating and preparing employee probationary reports/individual development plans, provide on-the-job training, counseling and when necessary, preparing corrective actions.
20%	*Acts as liaison with control agencies staff; applies and interprets Government Code provisions, collective bargaining agreements, and directives/information received from various control agencies (i.e. State Personnel Board, Department of Personnel Administration, State Controller's Office, and the Public Employees Retirement System), laws, rules, regulations, and policy memoranda, BOE policies and procedures and bargaining unit agreements.
15%	Prepares a variety of correspondence to departmental and control agencies staff relating to personnel transactions, employee benefits, and payroll issues; maintain confidential and sensitive personnel information and documents. Compile various reports for action (e.g. Vacancy Report, State Controller's Office (SCO) Periodic Position Control Report, SCO Retroactivity Report, NDI Report, Salary Advance Report, etc. Prepares statistical and analytical reports for BOE management, control agencies and staff; perform special projects, attends training classes and staff meetings and performs other job related duties as necessary. Acts as Transactions Section supervisor in the Manager's absence.

I have read this duty statement and fully understand my assigned duties.

EMPLOYEE'S SIGNATURE

DATE

I have reviewed these duties with the above named employee.

SUPERVISOR'S SIGNATURE

DATE

HRD Approved by DW 4/29/14