

EDITED TASK LISTING

CLASS: INSTITUTIONAL PERSONNEL OFFICER II

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
1.	Direct the personnel operations in a CDCR facility in order to maintain the integrity of the personnel management program using personnel resources and manuals, State Personnel Board (SPB) and Department of Personnel Administration (DPA) laws and rules, Government Codes, Memorandum of Understanding (MOU's), State Administrative Manual (SAM), American Disability Act (ADA), California Family Rights Act (CFRA), Family Medical Leave Act (FMLA), State Compensation Insurance Fund (SCIF), California Public Employees Retirement System (CalPers), on a daily basis.
2.	Interpret civil service laws and rules, MOU's in order to provide expertise and leadership in the area of personnel management using personnel resources and manuals, SPB/DPA laws and rules, Government Codes, MOU's, SAM, ADA, CFRA, FMLA, SCIF, CalPers, on a daily basis.
3.	Develop local personnel policy and procedure using personnel resources and manuals, SPB/DPA laws and rules, Government Codes, MOU's, SAM, ADA, CFRA, FMLA, SCIF, CalPers, to ensure compliance with personnel regulations on a daily basis.
4.	Serve as expert resource for staff and management using personnel resources and manuals, SPB/DPA laws and rules, Government Codes, MOU's, to ensure compliance with personnel regulations on a daily basis.
5.	Supervise staff assigned to delegated testing using personnel resources and manuals, SPB/DPA laws and rules, Government Codes, to ensure compliance with civil service merit system on a daily basis.
6.	Supervise staff assigned to classification and pay functions using the personnel resources and manuals, SPB/DPA laws and rules, Government Codes, to ensure compliance with personnel regulations on a daily basis.
7.	Supervise the Return to Work Program using personnel resources and manuals, SPB/DPA laws and rules, Government Codes, MOU's, SAM, ADA, CFRA, FMLA, SCIF, CalPers, to ensure compliance with personnel regulations on a daily basis.
8.	Supervise personnel supervisors assigned to transactions functions using personnel resources and manuals, SPB/DPA laws and rules, Government Codes, MOU's, to ensure compliance with personnel regulations on a daily basis.
9.	Supervise the Workers Compensation Program using personnel resources and manuals, SPB/DPA laws and rules, Government Codes, MOU's, SAM, ADA, CFRA, FMLA, SCIF, CalPers, to ensure compliance with personnel regulations on a daily basis.
10.	Supervise staff responsible for position control functions to ensure appropriate position authority is maintained in accordance with Governor's budget on a regular basis.

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11.	Responsible for supervising the time keeping functions using personnel resources and manuals, SPB/DPA laws and rules, Government Codes, MOU's, FLSA, to ensure compliance with personnel regulations on a daily basis.
12.	Personally perform difficult personnel tasks using personnel resources and manuals, SPB/DPA laws and rules, Government Codes, MOU's, to ensure compliance with personnel regulations on a daily basis.
13.	Act as liaison between institutions and headquarters regarding complex personnel issues using memorandum, telephone, email, and/or fax to ensure compliance with personnel regulations on a daily basis.
14.	Provide consultation to labor relations in order to respond to personnel grievances using personnel resources and manuals, SPB/DPA laws and rules, Government Codes, MOU's, SAM, ADA, CFRA, FMLA, SCIF, CalPers, to ensure compliance with personnel regulations as needed.
15.	Compile reports in response to management, budget analyst and/or headquarters request in order to provide necessary data using automated and manual techniques as needed.
16.	Prepare written correspondence for staff or management as needed using office software (i.e., word, excel etc.) in order to communicate in a professional manner on a regular basis.
17.	Assess and train staff on daily workload activities to ensure compliance and appropriateness of all personnel tasks utilizing various resources (i.e., personnel manuals, SPB/DPA laws and rules, Government Codes, etc.) to ensure compliance with personnel regulations on a daily basis.
18.	Act as the security monitor for State Controller's Office (SCO) system to ensure only appropriate staff have access by utilizing security clearance forms to ensure compliance with personnel regulations as needed.
19.	Act as custodian of records to ensure appropriate handling of personnel records utilizing existing policies and procedures to ensure compliance with personnel regulations on a daily basis.
20.	Conduct hiring interviews to select qualified individuals utilizing job-related interview questions and rating criteria while promoting the department's Equal Employment Opportunity policies and practices to ensure compliance with civil service merit system on an as needed basis.
21.	Provide feedback to staff regarding work performance, both verbally and in writing, utilizing probation reports, Individual Development Plan's (IDP), one-on-one consultations, etc. to create a positive work environment and assist staff in successful job performance on an on-going basis.

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22.	Conduct staff meetings to discuss process improvements and sharing of new information while promoting open communication in order to build a cohesive team environment utilizing best practices, resources, etc. on an on-going basis.
23.	Reinforce and reward the contributions, accomplishments and positive performance of staff in order to build a cohesive team environment utilizing formal acknowledgements, letters of accommodation, certificates, etc. on an on-going basis.
24.	Resolve performance problems by planning and implementing measures to improve employee performance utilizing work improvement discussions, counseling memorandums, letters of instruction, etc. in order to prevent further disciplinary actions as needed.
25.	Communicate in a professional and effective manner with others (i.e., co-workers, supervisors, managers, programs, outside agencies and public) to establish effective working relationships maintaining confidentiality in all situations utilizing tact and interpersonal skills on a daily basis.
26.	Conduct reference checks for applicants being considered for hire in order to determine the appropriateness and relatedness of prior work experience to current job requirements and performance expectations in the work unit utilizing employee reference checklists and personnel file reviews as needed.