

EDITED TASK LISTING

CLASSIFICATION: Personnel Supervisor I

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

Task Statements	
1.	Researches critical personnel problems to provide recommendations/alternative solutions utilizing various resources (e.g. policies, procedures, laws, rules, regulations, Memoranda of Understanding [MOU], State Controller's Office [SCO] database, etc.) on a daily basis.
2.	Develops training programs to provide information and/or ensure compliance utilizing various laws, rules, regulations, MOUs, policies, procedures, software programs, etc. as needed.
3.	Conducts training programs to provide information/instruction and/or ensure compliance with various laws, rules, regulations, MOUs, policies, procedures, etc., utilizing various resources (e.g., audio visual aids, handouts, approved lesson plans, technical expertise, software programs, etc.) as needed.
4.	Maintains training programs to ensure compliance and conformity with changes using various laws, rules, regulations, MOUs, policies, procedures, etc. as needed.
5.	Reviews various information (e.g. control agency letters, policy memos, and MOUs) to determine the appropriate action regarding various personnel/payroll functions utilizing various resources (e.g., SCO database, policies, laws, rules, regulations, etc.) as needed
6.	Prepares various written documents (e.g. correspondence, reports, spreadsheets, charts, etc.) to provide information and/or direction regarding various personnel/payroll matters utilizing various resources (e.g., software programs, policies, laws, rules, MOUs, regulations, etc.) as necessary.
7.	Participates as a team member on personnel/payroll related projects, committees, etc. to provide technical expertise/information utilizing various resources (e.g. knowledge, policies, laws, rules, MOUs, regulations, etc.) as needed.
8.	Coordinates a variety of personnel/payroll programs (e.g., Transactions, Family Medical Leave Act (FMLA), Industrial/Non-Industrial Disability, etc.) in order to ensure efficient operation utilizing various resources (e.g. policies, laws, rules, MOUs, regulations, etc.) on a daily basis.
9.	Act as a subject matter expert regarding difficult and complex personnel/payroll matters to provide information/technical expertise to various entities (e.g., employees, management, public, control agencies, etc.) utilizing various resources (e.g., SCO database, knowledge, policies, laws, rules, MOUs, regulations, etc.) on a daily basis.
10.	Contacts various entities (e.g. control agencies, internal/external organizations, etc.) to obtain information, guidance and/or clarification on various laws, rules, regulations, policies, etc. utilizing various communication resources (e.g., e-mail, telephone, verbal, written, etc.) as necessary.
11.	Analyzes information in order to make recommendations regarding various personnel/payroll matters using various resources (e.g., knowledge, policies, laws, rules, MOUs, regulations, Internet, SCO database, etc.) as needed.
12.	Interprets information in order to make recommendations regarding various personnel/payroll matters using various resources (e.g., knowledge, policies, laws, rules, MOUs, regulations, Internet, SCO database, etc.) as needed.

Tasks highlighted in bold text are not currently on the SPB classification specification

EDITED TASK LISTING

CLASSIFICATION: Personnel Supervisor I

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

Task Statements	
13.	Applies various laws, rules, regulations, policies, MOUs, etc. (e.g. State, Federal, department, control agencies, etc.) pertaining to a variety of personnel/payroll matters (e.g., appointments, separations, time keeping, benefits, etc.) to ensure compliance with control agencies on a daily basis.
14.	Gathers data to provide information regarding various personnel/payroll matters utilizing various resources (e.g. policies, laws, rules, MOUs, regulations, various SCO databases, Telestaff, Business Information Systems [BIS], Internet, etc.) to ensure compliance with control agencies as necessary.
15.	Revise departmental procedures to provide information and/or direction to staff to ensure consistency, compliance and conformity with various laws, rules, regulations, policies, procedures, etc. as necessary.
16.	Participates in the hiring process by conducting interviews, evaluating and recommending candidates for appointments utilizing department's hiring procedures to fill vacancies as needed.
17.	Maintain a safe and secure environment for staff through personal observation utilizing appropriate tools (e.g., annual tuberculosis, In-Service Training, Health and Safety Meetings, etc.) in accordance with the laws, rules, regulations, departmental policies and procedures as necessary.
18.	Maintain security of property, work areas and work materials through personal observation utilizing appropriate tools (e.g., In-Service Training, tool/key control, etc.) in accordance with the laws, rules, regulations, departmental policies and procedures as necessary.
19.	Appropriately handle stressful situations in the workplace in a professional and tactful manner, with a goal of avoiding further escalation by utilizing effective interpersonal skills, training, etc. to promote positive working relationships on a daily basis.
20.	Supervises staff performing personnel/payroll functions to provide direction, training, and/or guidance and to ensure the efficient operation of personnel/payroll services utilizing various resources (e.g. knowledge, policies, laws, rules, MOUs, regulations, etc.) on a daily basis.
21.	Oversees the training and development of staff by assessing training needs, coordinating training schedules to ensure all training requirements are met and to aid in their professional development by utilizing in-service and out-service training programs, training records, internal audit tools, etc. as needed.
22.	Carries out supervisory responsibilities to promote Equal Employment Opportunity (EEO) and maintain a work environment that is free of discrimination and harassment utilizing various resources (e.g. training, laws, rules, regulations, policies, etc.) on a daily basis.
23.	Initiates the Progressive Disciplinary process to correct/improve an employee's performance/behavior or address issues of substandard performance by utilizing various resources (e.g., Individual Development Plan [IDP], Employee Assistance Program (EAP), probationary reports, training records, etc.) in accordance with State Personnel Board (SPB) laws, rules and regulations and departmental policy, as needed.

Tasks highlighted in bold text are not currently on the SPB classification specification

EDITED TASK LISTING

CLASSIFICATION: Personnel Supervisor I

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

Task Statements	
24.	Participates in the Progressive Disciplinary process to correct/improve an employee's performance/behavior or address issues of substandard performance by utilizing various resources (e.g., Individual Development Plan [IDP], Employee Assistance Program (EAP), probationary reports, training records, etc.) in accordance with State Personnel Board (SPB) laws, rules and regulations and departmental policy, as needed.
25.	Review Accounts Receivables report on Business Information System (BIS) for each staff for researching and collection efforts utilizing Governmental Codes, State Administrative Manual, etc. to ensure completion on a monthly basis.
26.	Review Salary Advances report on BIS for each staff for researching and collection efforts utilizing Governmental Codes, State Administrative Manual, etc. to ensure completion on a monthly basis.
27.	Research critical payroll problems to provide training/alternative solutions utilizing various resources (e.g. policies, laws, rules, regulations, MOUs, SCO database, etc.) on a daily basis.
28.	Resolves critical payroll problems to provide training/alternative solutions utilizing various resources (e.g. policies, laws, rules, regulations, MOUs, SCO database, etc.) on a daily basis.
29.	Ensure changes to benefits are processed in a timely basis to prevent any payroll issues from arising by utilizing policies, laws, rules, regulations, MOUs on as needed.
30.	Supervise and train staff on various personnel/payroll/benefits issues to ensure timely and effective processing in accordance to the policies, laws, rules, regulations as needed.
31.	Ensure stellar customer service is demonstrated in the working environment when dealing with management, peers, internal/external stakeholders, etc. utilizing departmental policies, laws, rules, regulations on a daily basis.