

## EDITED KSAPC LISTING

CLASSIFICATION: Personnel Supervisor I

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

| <b>KSAPC Statements</b> |   |
|-------------------------|---|
| <b>Knowledge of:</b>    |   |
| K1.                     | Comprehensive knowledge of current office methods and procedures to ensure compliance with laws, rules, regulations, and departmental policies.   |
| K2.                     | Comprehensive knowledge of equipments (e.g. 10-key calculator, computer hardware and software, etc.) to ensure effective and efficient operations of the unit.  |
| K3.                     | Comprehensive knowledge of math principles to accurately perform payroll calculations.  |
| K4.                     | Comprehensive knowledge of laws, rules, regulations, and bargaining contract provisions to ensure compliance with control agencies' directions.   |
| K5.                     | Comprehensive knowledge of personnel record keeping, personnel transactions, payroll, and certification processes used in State departments to ensure accuracy and compliance with the State Controller's Office (SCO). |
| K6.                     | Basic knowledge of a supervisor's responsibility for promoting equal employment opportunity in hiring, employee development and promotion to encourage a positive work environment.                                     |
| K7.                     | Basic knowledge of maintaining a work environment that is free of discrimination and harassment to comply with department's policies and procedures.  |
| K8.                     | <b>Basic knowledge of the department's various reporting systems to generate reports and ensure tasks are completed timely.</b>   |

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| <b>KSAPC Statements</b> |  |
|-------------------------|--|
| <b>Ability to:</b>      |  |
| A1.                     | Think logically and multitask in order to take appropriate course of action.   |
| A2.                     | Apply laws, rules, regulations, and bargaining contract provisions concerning personnel/payroll transactions to ensure compliance with control agencies.   |
| A3.                     | Independently interpret and use reference materials such as the Payroll Procedures Manual (PPM), California Leave Accounting System (CLAS), and Personnel Administrative Manual (PAM), Memorandum of Understanding (MOU), California Department of Human Resources (CalHR) policy memos, etc. to ensure compliance with rules and regulations. |
| A4.                     | Give and follow directions to ensure staff is completing assigned tasks in a timely manner.  |
| A5.                     | Gather data from various resources to provide recommendations to management.   |
| A6.                     | Design and prepare tables, spreadsheets, and charts to present information to staff and management.  |
| A7.                     | Advise employees of their rights as it pertains to personnel related issues to ensure employees' entitlements are met.   |
| A8.                     | Consult with supervisors on alternative actions which they may take to resolve various transaction situations.   |
| A9.                     | Communicate effectively verbally and in writing to provide accurate information to stakeholders.   |
| A10.                    | Operate computer keyboard/terminal using various system applications to effectively and efficiently complete assignments.  |
| A11.                    | Establish and maintain cooperative working relations with those contacted during the course of the work to ensure a positive work environment.   |
| A12.                    | Organize and prioritize work on a daily basis to ensure assignments are completely timely.   |
| A13.                    | Create and/or draft correspondences to employees to provide information on relevant issues/matters.  |
| A14.                    | Maintain personnel records to ensure accuracy and confidentiality as required by the Information Security Act.   |
| A15.                    | Represent the department on intra/interdepartmental teams to establish networking relationships.   |
| A16.                    | Coordinate a variety of personnel/payroll transactions including payroll, benefits, etc. to ensure deadlines are met.  |
| A17.                    | Research critical transactions and recommend alternative solutions to management for effective resolutions.  |
| A18.                    | Plan, organize, direct, and evaluate the work of staff to ensure timely completion of assignments.   |

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

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| <b>Ability to:</b>      |   |
| A19.                    | Analyze work and evaluate processes to ensure consistency and accuracy.   |
| A20.                    | Develop and implement effective courses of action to complete daily work.   |
| A21.                    | Effectively present ideas and recommendations to management regarding personnel/payroll issues for timely resolutions.            |
| A22.                    | Develop staff by assessing training and developmental needs to improve knowledge and performance.                                 |
| A23.                    | Effectively promote equal opportunity in employment to maintain a work environment that is free of discrimination and harassment. |