



# Personnel Supervisor I

*We're looking for energetic, creative, and talented employees to join our dynamic organization! We are a results-driven sales and marketing organization that contributes over \$1 billion to public education every year. If you are looking for an opportunity to make a difference and you are motivated to use your knowledge and experience to build a challenging and satisfying career – look no further! The Lottery strives to create a work environment that supports the growth and development of its employees and recognizes the contribution of each individual. We also offer a variety of development opportunities for our staff, on-site security, on-site restaurants, Golden One ATM, and free parking. What are you waiting for? Apply today!*

## Salary

\$3,939.00 - \$4,932.00

## Final Filing Date

June 5th, 2017

**Applications postmarked after the final filing date will not be accepted.**

## Position Number

358-231-1304-912

**Please reference the position number in the “Job Title” section on the State application.**

## Questions About the Job

[careers@calottery.com](mailto:careers@calottery.com)

(916) 822-8158

## Position Location

Human Resources Division

Personnel Services

700 North 10<sup>th</sup> St.

Sacramento, CA 95811

## Send Application To

California State Lottery

Attn: HR (231 JC 65695)

P.O. Box 2630

Sacramento, CA 95812-2630

## Who Should Apply

Applicants must be state employees who are currently in the Personnel Supervisor I classification, have training and development eligibility or have current list or transfer eligibility for appointment to this class. Applications will be screened for eligibility and only those that best meet the requirements of the job will be considered.

Appointment is subject to SROA/Surplus provisions.

## Duties

Under the general supervision of the Staff Services Manager I, Personnel Services, responsibilities include but are not limited to:

- Monitor and review transactions and assignments of Personnel Specialists to ensure work is completed timely and accurately
- Interpret and apply the laws, rules, MOUs, and policies of control agencies (State Personnel Board, CalHR, State Controller's Office and California Public Retirement System), along with departmental policies to all personnel and payroll transactions
- Utilize various reference manuals (Personnel Action Manual, Payroll Procedures Manual, Benefits Administration Manual, Pay Scales, etc.) to process documents and resolve transaction issues
- Provide training and technical assistance to Personnel Specialists and departmental staff
- Research and handle the more complex transaction issues
- Audit Employee Attendance reports for completion
- Audit absences and overtime for compliance with the appropriate labor contracts, rules and administrative policies
- Audit the Leave Activity & Balance reports
- Respond to questions and issues related to personnel, payroll and benefit transactions
- Advise employees of benefit options, salary determinations, and State service credit
- Authorize personnel file reviews, compile data for reports, and prepare correspondence
- Monitor and update monthly budgeted position control reports and blanket position control reports
- Approve and deny leave
- Prepare probationary reports and Individual Development Plans

## Desirable Qualifications

Competitive applicants applying for this position will have:

- Ability to work independently
- Good organizational skills
- Good attendance
- Ability to handle multiple priorities and communicate effectively
- Excellent customer service skills
- Demonstrated experience processing payroll and benefits
- Bilingual skills are desirable, but not required

**Equal Opportunity Employer:** The State of California is an equal opportunity employer to all regardless of age, ancestry, color, disability (mental & physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

**Background Investigation:** The California State Lottery Act provides that no person may be hired as an employee of the Commission if that person has been convicted of a felony or any gambling related offense. A background check will be required.