

## **California State Personnel Board Specification**

### **Supervisor and Manager Series**

<b><u>Schem Code</u></b>	<b><u>Class Code</u></b>	<b><u>Classification Titles</u></b>	<b><u>Probation Period</u></b>
<u>JY15</u>	<u>4800</u>	<u>Supervisor I</u>	<u>12 Months</u>
<u>JY12</u>	<u>4801</u>	<u>Supervisor II</u>	<u>12 Months</u>
<u>JY10</u>	<u>4969</u>	<u>Manager I</u>	<u>12 Months</u>
<u>JY05</u>	<u>4802</u>	<u>Manager II</u>	<u>12 Months</u>

### **SALARY INFORMATION**

#### **DESCRIPTION OF SERIES**

This series specification describes program supervision and management classifications used throughout state service in the administration of state programs, including a wide variety of departmental program areas, administrative functions, budgeting, planning, training, management, regulatory and legislative functions, human resources, and policy analysis and formulation. Incumbents in this series are typically subject matter generalists who have demonstrated possession of strong analytical skills, supervisory and/or managerial abilities, and personal qualifications to succeed in a broad range of settings. Incumbents in this series are responsible for the effective resolution and oversight of a broad range of governmental, supervisory, and/or managerial issues. Incumbents conduct and/or review analytical work; formulate procedures, policies, and program alternatives; make recommendations on a broad spectrum of administrative and program-related problems; review and analyze proposed legislation and advise management on its impact or potential impact; represent the state or a given department as assigned; and perform other related work.

#### **Supervisor I**

Under general direction, the Supervisor I is typically the first level working supervisor over a team performing entry through journey level work. Incumbents supervise, evaluate, train, and develop staff conducting an array of analytical or technical program assignments; personally perform the most difficult and sensitive assignments; effectively resolve a broad range of governmental, supervisory, and managerial problems; and perform other related work.

#### **Supervisor II**

Under general direction, the Supervisor II is the full supervisory level over a team performing entry through advanced journey level work in complex programs and/or operations. Incumbents spend the majority of their time performing supervisory activities distinct from working level assignments. Incumbents are members of the management team with direct influence over programs with state-wide or multi-departmental impact.

#### **Manager I**

Under general direction, the Manager I is the first management level with significant responsibilities for formulating or administering agency or departmental policies and programs or other technical functions. Incumbents may act as primary subject matter experts, recognized authority, and advisor with direct policy influence over program areas. Incumbents are members of the management team with direct influence over programs with state-wide or multi-departmental impacts.

**Manager II**

Under administrative direction, the Manager II is the full management level with responsibility for a major function or functions. Incumbents possess skills and knowledge at the highest level with responsibility for work of the most critical or sensitive nature as it relates to a department's primary mission.

**MINIMUM QUALIFICATIONS****All Levels**

Candidates who are within six months of satisfying the minimum qualifications will be admitted to the examination, but they must fully meet the requirement(s) before being eligible for appointment.

**Supervisor I**

Four years of work experience performing analytical, technical, clerical, or customer service duties. Academic education from an accredited college/university may be substituted for the required experience on a year-for-year basis; and

An additional two years of professional analytical and/or technical experience, one year of which must be equivalent to an Analyst II or higher.

**Supervisor II**

Four years of work experience performing analytical, technical, clerical, or customer service duties. Academic education from an accredited college/university may be substituted for the required experience on a year-for-year basis; and

An additional three years of professional analytical and/or technical experience, two years of which must be equivalent to an Analyst II or higher.

**Manager I**

Four years of work experience performing analytical, technical, clerical, or customer service duties. Academic education from an accredited college/university may be substituted for the required experience on a year-for-year basis; and

An additional three years of professional analytical and/or technical experience, one year of which must be equivalent to a Supervisor I or higher.

**Manager II**

Four years of work experience performing analytical, technical, clerical, or customer service duties. Academic education from an accredited college/university may be substituted for the required experience on a year-for-year basis; and

An additional four years of professional analytical and/or technical experience, two years of which must be equivalent to a Supervisor I or higher.

**KNOWLEDGE AND ABILITIES****All Levels:**

Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative

process; the administration and department's goals and policies; governmental functions and organization at the state and local level; a supervisor/manager's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment which is free of discrimination and harassment.

Ability to: Reason logically and creatively utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex departmental program; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively promote equal opportunity in employment while maintaining a work environment that is free of discrimination and harassment.

### **PREFERRED OR DESIRABLE QUALIFICATIONS**

Departments may specify knowledge, experience, or training for positions.

**All employees** must have general qualifications as described by [California Code of Regulations, title 2, section 172.](#)

### **CLASS HISTORY**

<b><u>Class Title</u></b>	<b><u>Date Established</u></b>	<b><u>Date Revised</u></b>	<b><u>Date Abolished</u></b>	<b><u>Date Title Changed</u></b>
<u>Supervisor I</u>	<u>07/26/1973</u>	<u>01/01/2026</u>		<u>01/01/2026</u>
<u>Supervisor II</u>	<u>07/26/1973</u>	<u>01/01/2026</u>		<u>01/01/2026</u>
<u>Manager I</u>	<u>04/17/1984</u>	<u>01/01/2026</u>		<u>01/01/2026</u>
<u>Manager II</u>	<u>07/26/1973</u>	<u>01/01/2026</u>		<u>01/01/2026</u>