

Work Vapor

<https://workvapor.com/jobs/team-supervisor-policy-work-growth-path-lead-operations/>

Team Supervisor, Policy Work, Growth Path – Lead Operations

Base Salary

USD 7172 - USD 8910

Description

California State Personnel Board

Hybrid work setup | Full-time permanent | Monthly pay \$7,172 – \$8,910 | Overtime and weekend work possible

Phone: (916) 845-8321

Email: Recruitments@caloes.ca.gov

Job Overview

This work is for a supervisor position. Person will handle a team and manage HR related work. Work includes checking rules, handling audits, and making sure everything is done in correct way. Work environment is fast and needs proper attention. Person should guide team and manage daily tasks.

Main Duties

- Manage and guide team members
- Plan daily work and assign tasks
- Check HR rules and policy work
- Handle audit related work
- Talk with internal and external teams
- Make sure all work is completed on time
- Support special projects work

Skills Needed

Person should have good leadership skill. Should know HR work and rules. Communication should be clear and simple. Should handle pressure and manage many tasks together. Good thinking and problem solving is important.

Work Conditions

Work is hybrid, some days office and some days remote. In emergency situation, extra work time may be needed. Travel can also happen for work support.

Benefits

- Pension plan
- 401(k) and 457(b) options
- Paid time off
- Health, dental and vision insurance
- Free parking
- Career growth support

Hiring organization

California State Personnel Board

Employment Type

Full-time

Job Location

United States

Remote work from: United States

Date posted

04/19/2026

Application Process

Application should be completed properly. Incomplete form will not be accepted.
Apply before last date.

Phone: (916) 845-8321

Email: Recruitments@caloes.ca.gov

Send or submit:

- State application form (STD 678)
- Statement of Qualifications (SOQ)
- Education documents (if required)