



DUTY STATEMENT

DATE APPOINTED TO CLASS		DATE OF LAST POSITION REVIEW 7/23/2016	
DIVISION Administrative		POSITION NUMBER (Agency - Unit - Class - Serial) 421-010-4800-001	
BUREAU/UNIT Administrative Services		CLASS TITLE Staff Services Manager I	CBID S01
INCUMBENT		WORKING TITLE Assistant Human Resources Officer	
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under general direction of the Bureau Chief, supervises staff in the performance of classification and pay and transactions and Certificates Unit staff. Performs various and complex technical work of the State Human Resources management program, advises and assists POST Management and staff on human resources issues.			
% of time performing duties		Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>	
ESSENTIAL FUNCTIONS			
30%	As a working supervisor, plans, organizes, directs, supervises and trains Human Resources and Certificates Unit staff activities by identifying goals, setting objectives and priorities; ensures systems and procedures are in place and deadlines are met; trains, reviews, and evaluates individual performance, provides counseling, training and mentoring to develop staff or to correct performance deficiencies.		
15%	Performs comprehensive analyses of complex and sensitive human resources management problems; originate or review projects in coordination with the California Department of Human Resources, State Personnel Board (SPB), State Controller's Office, Department of Finance and legal counsel, e.g., 625 packages, freeze exemption requests, 607's, organization charts, justification memos, specification revisions, and adverse actions; makes recommendations to management on the appropriateness of staff allocations (reclassifications, promotions, establishing new positions, and abolishment of classes).		
15%	Coordinates and oversees all decentralized examination needs; plans, develops, and administers the Career Executive Assignment examination process; sets examination priorities in consultation with the Human Resources Officer; reviews and provides final approval on all examination planning documents; oversees the development and preparation of examination bulletins, recruitment advertising, application review criteria, examination components, rating guides to interpret answers and establish rating scales; reviews applications for examinations and vacancies and determines eligibility; provides guidance on security of examination materials; chairs oral interviews and examinations; identifies appropriate recruitment tools and resources; assists other bureaus in determining staffing needs and participates on hiring interview panels; and represents the department on complaints and appeals at SPB hearings.		
10%	Provides analytical support in the various Human Resources services by conducting research and preparing appropriate correspondence, reports and completed staff work to meet departmental needs in the areas of classification and pay, examinations, corrective action, recruitment and labor relations.		
10%	Manages the departments Return-to-Work, Reasonable Accommodation, and Family and Medical Leave Act programs; serves as the assistant to the EEO and Labor Relations Officer.		

10%	Develops Job Analyses; organizes and coordinates committee meetings; develops and distributes surveys; gathers and interprets data and develops the final Job Analysis report.
5%	Provides consultative assistance to managers, supervisors, and employees both individually and in groups, regarding labor relations, recruitment and selection, classification, examination and other issues.
5%	Counsels employees and supervisors and serves as mediator to prevent grievances, complaints, adverse actions, etc.; reviews and monitors all below standard performance reviews; prepares or coordinates the initiation and implementation of all adverse actions and/or employee actions; consults with the California Human Resources Legal Counsel and the SPB Hearing Office; prepares, reviews and assists the Human Resources Officer in the handling of discrimination complaints, sexual harassment complaints, employee complaints, and labor contract grievances; prepares or reviews responses to grievances and complaints.

WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED OF THE JOB (if applicable):

WORK ENVIRONMENT

Office setting – Requires prolonged sitting, standing, walking, use of the telephone, and use of a personal computer. Requires mobility to different areas of the work site. Hours of work should cover business hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, except state holidays. However, workload and special projects may require work and travel beyond the normal business hours.

Off site setting – Required traveling (i.e., attend/facilitate meetings, conferences and/or training courses).

Incumbent must be able to use good judgment in managing their time and workload (i.e., meeting multiple and sometimes conflicting deadlines). The incumbent must at all times demonstrate professional behavior when interacting with POST staff, law enforcement agency executives and administrators, legislative members and their staff, law enforcement subject matter experts and presenters/trainers, community special interest groups, and members of the public.

Strong management and interpersonal skills are critical due to the highly political nature and sensitivity of the issues, the individuals involved, and the necessity for the consultant to manage the development of consensus solutions.

PHYSICAL ABILITIES

Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation. May require light carrying/lifting of office supplies such as paper, binders, manuals, etc.

Traveling may require medium to heavy lifting (i.e., laptop, luggage, etc.).

To be reviewed and signed by the supervisor and employee:

SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE***

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT:

- ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR***
- ***I HAVE RECEIVED A COPY OF THE DUTY STATEMENT***
- ***I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION***
- ***I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE***

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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HUMAN RESOURCES ANALYST'S NAME (Print)	HUMAN RESOURCES ANALYST'S SIGNATURE	DATE
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