



Classification: Staff Services Manager I
 (Supervisory)
 Position Number: 880-600-4800-027

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 23-600-xxx	Classification Title: Staff Services Manager I (Supervisory)	Position Number: 880-600-4800-027
Incumbent Name: Vacant	Working Title: Staff Services Manager I (Supervisory)	Effective Date: TBD
Tenure: Permanent	Time Base: Full Time	CBID: S01
Division/Office: Division of Administrative Services		Section/Unit: Human Resources
Supervisor's Name: Maxine Freeman		Supervisor's Classification: Staff Services Manager II (Supervisory)

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement
Under the general direction of the Staff Services Manager II (Supervisory) and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the Staff Services Manager I (Supervisory) is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments.
Position Description
The Staff Services Manager I (Supervisory) serves as a first line supervisor over four (4) analysts responsible for performing a variety of complex human resources related analytical duties for assigned Water Boards programs. This position is also responsible for independently performing the most difficult or sensitive human resources related work in accordance with applicable laws, rules and regulations governed by the California Department of Human Resources (CalHR), State Personnel Board (SPB), and Water Boards policies and procedures. This position will promote and be accountable for customer satisfaction, quality service, and will initiate and or make recommendations that promote innovative solutions to meet customer human resources related needs. Daily proficient utilization of office equipment and the Microsoft Office Suite is required.



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Essential Functions (Including percentage of time):	
40%	<p>Directly plan, review, and evaluate the work activities of the Classification & Pay and Selections staff ensuring conformity to the State Personnel Board (SPB) and California Department of Human Resources (CalHR). Ensure that the Water Board's processes and procedures are in place and that deadlines are met. Comply with position allocation guidelines, organizational structure, salary determinations, out-of-class requests, Hiring Above Minimum (HAM) requests, Promotion in Place requests, recruitment efforts, training and development assignments, board items, specification revisions, interpreting laws and rules governing personnel issues, and other personnel-related activities. Advise management of current activities and trends that may have an impact on the department. Provide consultation, advice, and recommendations to all levels of departmental staff, regarding personnel management policies, procedures and the interpretation of Civil Service Law and Rules. Analyze personnel management needs, recommend appropriate courses of action, and formulate and procedures where appropriate to meet organizational needs and objectives. Conduct special classification, compensation, and other personnel management studies. Recruit, hire, train and evaluate performance of subordinate staff on an on-going basis.</p>
35%	<p>Provide leadership, supervise, and train analysts in the administration of the State's classification and pay plan, the provisions of personnel management services, the best hiring process, and the Exam and Certification Online System (ECOS) to ensure staff are trained and developed. Review and approved ECOS job advertisements, credentials and required documents of candidates to ensure candidates possess the legal requirements and qualifications for the position certifying eligibility upon appointment and ensure list maintenance for several statewide classifications and other tasks related to the certification process are completed. Approve and verify transfer eligibility, reinstatement rights, appropriate range changes placement, and salary determination using the appropriate salary rules. Train and assist staff with the withhold process, ensuring all civil service laws and rules are followed and the Water Board is compliant. Review and provide guidance to staff regarding allocation analysis, management consultation concerning staffing and organizational efficiency, project work (i.e., exceptional allocations, classification specification projects, special pay projects, etc.). Review staff workload and ensure assignments are completed and performance goals are achieved. Review and approve salary determinations in accordance with established salary rules.</p>
15%	<p>Ensure adherence to merit system principles, selection and allocation standards and conformance to control agencies' laws, rules, and policies. Interact frequently with all levels of departmental personnel, as well as staff within the various control agencies; CalHR, SPB, the State Controller's Office (SCO) and personnel staff from other departments on personnel issues of mutual concern. Attend monthly Human Resources Forums (i.e., Classification Supervisor's Forum, Examination Supervisor's Forum, etc.).</p>



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Marginal Functions (Including percentage of time):	
5%	Conduct training for Water Board staff regarding best hiring practices, and other training as needed, and develop training tools and materials. Training tools include, and are not limited to, PowerPoint presentations or other media, analyzing course and program evaluation results to determine next steps, and provide recommendations for continuous improvement of training courses and programs. May act as a project leader, personally complete project work, and ensure the completion of projects. Occasional travel to the Regional Boards may be required.
5%	Perform other duties as required.
Typical Physical Conditions/Demands:	
The position requires extensive use of standard office equipment, data and communications-related technologies such as a personal computer, telecommunications equipment, internet, voicemail, etc. Ability to sit/stand at desk for extended periods of time.	
Typical Working Conditions:	
The incumbent works on the 18th floor of a high-rise office building in downtown Sacramento, in an enclosed, windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Travel may be required locally and within the state.	



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Supervisor Statement		
I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.		
Supervisor Name	Supervisor Signature	Date
Employee Name	Employee Signature	Date