

# California State Auditor

## Duty Statement



Classification:	STAFF SERVICES MANAGER I (SPECIALIST) (SSM I Specialist)
Position Number:	339-100-4800-900
Division:	Administrative Services/Human Resources
Employee Name:	
CBID:	E98
<b>Designated Conflict of Interest Position:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<p>Position Description/Duties: Under the general direction of the Assistant Human Resources Manager, the SSM I Specialist performs high-level complex analytical work in support of the Leave Policy, Medical Management, and Health and Safety responsibilities of the office. The incumbent is responsible for administering the Family Medical Leave Act (FMLA), California Family Rights Act (CFRA) and Pregnancy Disability Leave (PDL) programs. The incumbent also serves as the Return-to-Work Coordinator, Reasonable Accommodation Coordinator, Health and Safety Officer, and the Wellness Coordinator. The incumbent exercises a high degree of initiative and independent judgment when researching and analyzing personnel problems and issues, identifying alternatives, and recommending and/or implementing solutions. The incumbent in this position must respect and maintain the confidentiality of information acquired during their duties. Duties include, but are not limited to:</p>	
Job Functions - Essential (E) / Marginal (M) Functions:	
50% E	<p><b>Leave Policy and Medical Management</b></p> <ul style="list-style-type: none"> <li>• Researches, analyzes, interprets, and administers requests to determine an employee's eligibility for health, medical, and safety personnel matters (e.g. FMLA, catastrophic leave, Industrial Disability Leave/Non-Industrial Disability Insurance (IDL/NDI), NDI Family Care, Workers' Compensation, reasonable accommodations, etc.) and effectively manage cases.</li> <li>• Ensures staff receive proper notification of their rights and eligibility for these programs and maintains contact with all parties affected and provides recommendations and assistance.</li> <li>• Serves as the Return-to-Work Coordinator; provides consultation to management and staff to facilitate a proactive approach of returning injured employees to work; analyzes the employee's ability to resume limited or full-duty assignments; evaluates the use of IDL/NDI and Workers' Compensation to identify trends and recommend corrective action and prevention measures.</li> <li>• Manages the reasonable accommodation program; responds, initiates and leads interactive process discussions in good-faith, and with tact and diplomacy; determines potential reasonable accommodation solutions for persons who request accommodations; works with other administration division units to procure any needed equipment.</li> <li>• Consults with management and staff regarding the administration of the office Leave Program. Researches and analyzes leave policy issues and provides recommendations to executive management in creation or revision of leave-related policies.</li> </ul>
40% E	<p><b>Health &amp; Safety Program</b></p> <ul style="list-style-type: none"> <li>• Serves as the Health and Safety (H&amp;S) Officer for the office; plans, conducts, and evaluates a comprehensive H&amp;S program to promote a safe working environment.</li> <li>• Implements, conducts, and evaluates H&amp;S related programs including the Injury and Illness Prevention Plan, the Workplace Violence Prevention Plan, COVID-19 Prevention Program, and the Ergonomics Program.</li> <li>• Interprets State, Federal, and local H&amp;S regulations and advises management concerning standards set forth in H&amp;S laws and regulations. Prepares and submits the annual Cal/OSHA Form 300 Log and any other mandated reporting.</li> </ul>

	<ul style="list-style-type: none"> <li>• Performs ergonomic evaluations of employee workstations which includes preparing reports of ergonomic evaluations, distributing final evaluations to employees and managers/supervisors, and maintaining ergonomic evaluation documentation.</li> <li>• Collaborates with the Organizational Development unit to ensure that the office is in compliance with all mandated health and safety related training requirements.</li> <li>• Serves as Health and Wellness Coordinator and Employee Assistance Program (EAP) Coordinator. Develops, researches, and recommends office activities that promote employee wellness. Provides consultation to employees and supervisors on how to access the EAP program.</li> </ul>
10% E	<p><b>HR Policy and Consultation</b></p> <ul style="list-style-type: none"> <li>• Serves as the Limited Examination and Appointment Program (LEAP) and Upward Mobility Coordinator for the office. Collaborates with hiring team to ensure LEAP candidates are contacted for recruitments and supports managers through the job evaluation period for LEAP hires. Works with management to maintain and administer the office’s Upward Mobility Plan.</li> <li>• Researches and develops written analyses on a wide variety of sensitive and complex human resources-related matters. Develops, reviews, and facilitates the implementation of policies relating to a variety of human resources issues.</li> </ul>
Supervision Received:	The SSMI-S reports directly to and receives the majority of assignments from the Assistant Human Resources Manager (Staff Services Manager II); however, direction and assignments may also come from the Human Resources Manager (Staff Services Manager III).
Supervision Exercised:	None
Special Requirements:	None
Working Conditions:	<ul style="list-style-type: none"> <li>• This position is eligible for participation in the office’s hybrid telework program. Work at the alternate work location must be conducted in California in a space that is ergonomically sound, private, distraction-free, and has safe working conditions to be eligible to telework.</li> <li>• Work performed in the office is in an air-conditioned high-rise building with elevator access and both natural and artificial lighting.</li> <li>• Work may require sitting for an extended period of time using a personal computer and the use of standard office equipment, such as phones, copiers or scanners.</li> <li>• Work may require periodic non-standard work hours and work during weekends to meet workload needs and demands.</li> </ul>

**SIGNATURES**

I have discussed the duties of the position with the employee.

\_\_\_\_\_  
Supervisor’s signature

\_\_\_\_\_  
Supervisor’s printed name

\_\_\_\_\_  
Date

By signing this document, I acknowledge that I have read and understand all the requirements and information above and have received a copy of this duty statement. I understand that the duty statement is not considered an all-inclusive list of working requirements and that I may perform other duties as assigned within my classification.

\_\_\_\_\_  
Incumbent’s signature

\_\_\_\_\_  
Incumbent’s printed name

\_\_\_\_\_  
Date

\*If a reasonable accommodation is necessary, please contact the human resources office to begin the interactive process.