# **DUTY STATEMENT**

## CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Energy Division	EFFECTIVE DATE
BRANCH/SECTION Climate Initiatives, Renewables, and Administration/	CLASS TITLE Staff Services Manager I (Supervisor)
Personnel and Administration	Stall Services Manager 1 (Supervisor)
WORKING DAYS AND WORKING HOURS	PHYSICAL WORK LOCATION
Monday through Friday 8:00 a.m. to 5:00 p.m.	Sacramento or San Francisco
INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-321-4800-xxx

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

### BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS:

Under the general direction of the Program Manager, the Staff Services Manager I (SSMI) oversees and supervises the Personnel and Administrative section staff in the Energy Division. The incumbent will consider diversity, equity, and inclusion in policy analysis, stakeholder engagement, and internal processes.

% 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. (Use additional sheet if necessary)
	ESSENTIAL FUNCTIONS:
35%	Oversees, monitors and prioritizes the workload and staff responsible for performing the personnel functions (i.e., hiring, recruitment, retention, Human Resources (HR) rules and regulations, etc.) and administrative functions (ie: budgets and record keeping tasks, etc) of the division to ensure that a high degree of product, service quality and timely deliverables are met. Advises escalated matters with division management and staff timely and in coordination and collaboration with applicable requires parties to include HR, Administrative Services Division, Legal Division, etc. to ensure timely resolutions.
	Consults with key personnel and interprets matters of policy to the Division to make informed decisions on how it can have a direct impact on the operations of the Division's programs. Reviews the activities of the Division to determine conformance with administrative policy and develop necessary criteria and recommendation to ensure consistency and effectiveness in the present state and for the future.
35%	Mentors, coaches, and provides training for staff development to include guidance to staff on management expectations, priorities, procedures, goals, and key action items to ensure staff expectations are clear and consistent. Participates in the hiring process to include review of hiring documentation, creation of duty statements and other applicable documents, interviewing and onboarding of new staff in compliance with applicable procedures, rules and regulations. Monitors employee performance providing consistent feedback to staff on their performance and ensures probation and performance reports are submitted timely. Follows through on any goals and/or actions identified in performance reports or performance and expectations plans to ensure compliance and completion. As needed, implements progressive discipline and work with Human Resources and Legal Divisions to address disciplinary related concerns.
15%	Leads Recruitment and Internship activities for the Division, including but not limited to, initiation of Internship contracts and agreements and development of strategies for recruitment to include identifying sources of diverse candidates with needed technical knowledge to ensure the Division maintains recruitment resources to keep vacancy rate low and ensure staffing for the efficient and effective operations of the Division.

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#### CALIFORNIA PUBLIC UTILITIES COMMISSION

10%

Attends both agency-wide and monthly management meetings and events to keep apprised of administrative policies and to act as a participant to update division management on administrative issues, including personnel and office oversight issues.

Serves as a technical expert and represents the division in complex personnel exercises, responding to a variety of budget drills, inquiries, and audits. Prepares and/or assists with Budget Change Proposals either when additional staff or resources are needed for the section, or to provide supporting data to division staff.

### **MARGINAL FUNCTIONS:**

5%

- Other job- related duties as required.
- Safety: Work related to safety, including both policy and program oversight work to ensure the energy system is safe, and tasks related to the safety of the employee's work site.

## **KNOWLEDGE AND ABILITIES** [From Class Specs]

**Knowledge of:** Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; 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; department's Affirmative Action Program objectives; and a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

**Ability to:** Reason logically and creatively and 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 Staff Services program; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively contribute to the department's affirmative action objectives.

#### **WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:**

- Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc.
- Occasional travel may be required within and outside the state of California to include evenings, weekends, or several days at a time.

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SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE				
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE		
Judith Ikle				
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT				
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.				
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