

**DUTY STATEMENT**

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Energy Division		EFFECTIVE DATE
BRANCH/SECTION Climate Initiatives, Renewables, and Administration/ Personnel and Administration		CLASS TITLE Staff Services Manager I (Supervisor)
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		PHYSICAL WORK LOCATION 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)	
35%	<p><b><u>ESSENTIAL FUNCTIONS:</u></b></p> <p>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.</p> <p>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.</p>	
35%	<p>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.</p>	
15%	<p>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.</p>	

