



Duty Statement

DIRECTORATE/DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Administrative Services Division	Staff Services Manager I (Spec)	681-600-4800-9XX
BRANCH (if applicable)	WORKING TITLE	CBID
N/A		E48
SECTION/UNIT (if applicable)	REPORTING LOCATION	INCUMBENT
Human Resources	715 P Street, Sacramento, CA 95814	N/A
IMMEDIATE SUPERVISOR		
Human Resources Manager		
MISSION STATEMENT		
The mission of the Office of Energy Infrastructure Safety (Energy Safety) is to advance long-term utility infrastructure safety through data-driven, wildfire mitigation evaluation and compliance, excavation standards and education, in collaboration with local, state, and federal agencies, and in support of improved utility infrastructure, safety culture, and innovation.		
POSITION DESCRIPTION		
Under the direction of the Human Resources Manager (SSM II), the incumbent is responsible to lead, develop and draft all Human Resources (HR) policies, procedures, and processes for newly established in house HR unit. Serves as the back up to the lead and principle human resources analyst to provide the most difficult and complex consultation and services to management related to multiple human resources functions.		
In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives and experiences, and is free from discrimination. Employees are expected to provide all members of the public equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
60%	Acts as the lead to develop and draft all Human Resources (HR) policies, procedures, and processes for newly established in house HR unit. Responsible for the creation of policies, procedures, and processes related to multiple human resources functions, including but not limited to, position allocation; organizational change; classification analysis and job audits; reporting relationships; selection, recruitment and appointments; career development; compensation analysis; performance management; Transactions, etc.	
20%	Analyzes, designs, develops, implements, and evaluates effective instructions, human resources policies and procedures to meet the requirement of newly enacted legislation, laws, rules, and regulations, as prescribed by the control agencies. Researches, reviews, analyzes, interprets, and applies all applicable laws, rules, regulations, MOUs, policies, and practices to provide guidance and support to management and HR staff to resolve a variety of personnel management issues and inquires, while maintaining confidentiality.	
15%	Acts as the back up to the lead and principle human resources analyst to provide the most difficult and complex consultation and services to management related to multiple human resources functions, including but not limited to, position allocation; organizational change; classification analysis and job audits; reporting relationships; selection, recruitment, and appointments; career development; compensation analysis; performance management; enterprise-wide human resources surveys, etc. Analyzes, designs, develops, implements, and evaluates effective instructions, human resources policies and procedures to meet the requirement of newly enacted legislation, laws, rules, and regulations, as prescribed by the control agencies.	



Duty Statement

	Acts as the back up to the lead to implement and manage human resources special projects assigned by management. Identifies project scopes and objectives involving stakeholders, develops detailed project plans to monitor and track progress, assigns tasks to team members, ensures technical feasibility and monitors milestones and due dates for successful completion of the project.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and prepare administrative paperwork to meet operational needs. Participate in professional development trainings, as well as tasks, trainings and activities that support programmatic and workplace diversity, equity, and inclusion.	
TYPICAL WORKING CONDITIONS		
Office environment.		
TELEWORK DESIGNATION:		
This position is designated as telework eligible-remote centered.		
SPECIAL REQUIREMENTS:		
Conflict of Interest This position is designated under the Conflict of Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment.		
The statements contained in this job description 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. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.		
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 WITH A COPY OF THIS DUTY STATEMENT.		
SUPERVISOR NAME (TYPE)	SUPERVISOR SIGNATURE	DATE
EMPLOYEE STATEMENT:		
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
EMPLOYEE NAME (TYPE)	EMPLOYEE SIGNATURE	DATE