

**POSITION DUTY STATEMENT**

DBO HRO 203 (Rev. 08-13)



EMPLOYEE		CLASS TITLE: Staff Services Manager III (Sup)		WORKING TITLE: Chief, Human Resources	
DIVISION OR UNIT: Administration Division, Human Resources		POSITION NUMBER: 410-111-4802-102		COLLECTIVE BARGAINING: M-01	MCR: II
EFFECTIVE DATE:		CONFLICT OF INTEREST CATEGORY: 4		PROBATION: 12 months	
SALARY: \$8173 - \$9280		RANGE: N/A		IMMEDIATE SUPERVISOR (Print) Betsy Barnhart	
WORK SCHEDULE:				DAILY HOURS:	
Mon <input checked="" type="checkbox"/>	Tues <input checked="" type="checkbox"/>	Wed. <input checked="" type="checkbox"/>	Thurs. <input checked="" type="checkbox"/>	Fri. <input checked="" type="checkbox"/>	Start: a.m. Finish: p.m.
1. Supervision Received: Under the general direction of the Deputy Commissioner of Administration, the Staff Services Manager III serves as the Chief of Human Resources Office (HR) providing high level assistance and expertise to Executive Staff and Deputy Commissioners. The SSM III will be responsible for the day to day operations of the highly sensitive HR office, including providing guidance and oversight for all HR activities and initiatives.					
2. Supervision Exercised: one Staff Services Manager II, one Staff Services Manager I, one Training Officer II with a total of twenty-one subordinate staff.					
3. Physical Demands: Some travel required.					
4. Job Description: (Percentage of time performing each function)					
<i>Percent of Time</i>	<b>ESSENTIAL FUNCTIONS</b>				
40%	<p>As Chief of the Department of Business Oversight (DBO) Human Resources (HR) office, the incumbent provides advice and makes recommendations to the Deputy Commissioner of Administration regarding various aspects of administrative functions including highly sensitive and complex issues relations to Personnel Services and Employee Relations and Development functions.</p> <p>Responsible for the development, administration, and evaluation of personnel policies, procedures and practices in the areas of employee-employer relations, employee performance, pay and benefits administration, recruitment, testing, selection, career development, and training.</p> <p>Provides a major role in the Department's Succession Plan Development and ensures the implementation and compliance in carrying out the Plan to meet the future needs of the Department.</p>				
20%	<p>Represents the Department in areas concerning human resources and strategic initiatives, and serves as a liaison between the Department and other governmental agencies. Serves as a project manager in special projects relating to organizational planning, resource and program development and improvement, performance management, information systems, and strategic planning. Participates in interdepartmental task forces, conferences and training.</p>				

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20%	<p>Oversees the completion of staff work on a variety of highly sensitive Personnel Services and Employee Relations and Development Sections. The incumbent will lead the department in developing and implementing leadership goals and strategies, new and consistent policies, and providing supervisor training and tools to assist managers in addressing ongoing employee performance issues in a manner consistent with the Department’s leadership goals and strategies. Provides input to HR strategies and direction as a subject matter expert.</p> <p>Monitoring workload and assuring established service levels are met. Collaborate with high level management to meet the HR office objectives and achieve the overall strategic vision. Develops HR office metrics and reports to track progress against strategies and initiatives. Responsible for oversight of the established and maintenance of local merit systems through coordination with the State Personnel Board.</p>
10%	Responsible for the review and presentation of all information required by the Business, Consumer Services, and Housing Agency, Department of Finance, State Controller’s Office, California Department of Human Resources, and the State Personnel Board.
<i>Percent of Time</i>	NON-ESSENTIAL FUNCTIONS
10%	Performs special projects and other related duties.

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<b>PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS</b>					
<b>Activity</b>	<b>Not Required</b>	<b>Less than 25%</b>	<b>25% to 49%</b>	<b>50% to 74%</b>	<b>75% or More</b>
<b>VISION:</b> Reviewing mail; preparing various forms; proofreading documents; reading printed material, computer screens, and handwritten materials.					<b>X</b>
<b>HEARING:</b> Answering telephones; receiving verbal information from outside sources; understanding verbal instruction.					<b>X</b>
<b>SPEAKING:</b> Receiving visitors; answering inquiries and providing verbal information or instruction.				<b>X</b>	
<b>MOVEMENT:</b> Delivering material to others; picking up materials from others; copying; faxing; distributing information; filing.			<b>X</b>		
<b>SITTING:</b> At a computer terminal or desk; conferring with employees.					<b>X</b>
<b>STANDING:</b>		<b>X</b>			
<b>BALANCING:</b>	<b>X</b>				
<b>CONCENTRATING:</b> Reviews and reads records/documents, researches, composes, analyzes, compiles, and updates technical documents; multi-tasking; prepares various forms and documents.					<b>X</b>
<b>COMPREHENSION:</b> Understanding needs of co-workers, clients; understands procedures and practices; Understands laws, regulations related to their work.					<b>X</b>
<b>WORKING INDEPENDENTLY:</b> Possesses ability to work independently as well as a team member, have good interpersonal and communication skills, ability to follow directions, take initiative, assume responsibility, and exercise good judgment and tact. Must be able to work alone without much guidance or interaction or interaction from other staff.					<b>X</b>
<b>LIFTING UP TO 10 LBS. OCCASIONALLY:</b>			<b>X</b>		

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<b>Activity</b>	<b>Not Required</b>	<b>Less than 25%</b>	<b>25% to 49%</b>	<b>50% to 74%</b>	<b>75% or More</b>
LIFTING UP TO 20 LBS. OCCASIONALLY AND/OR 10 LBS. FREQUENTLY:	<b>X</b>				
LIFTING UP TO 20-50 LBS. OCCASIONALLY AND/OR 25-50 LBS. FREQUENTLY:	<b>X</b>				
FINGERING: Pushing buttons on telephone; typing; copying.				<b>X</b>	
REACHING: Answering phones.		<b>X</b>			
CARRYING: Distributing mail; reports; stocking supplies.		<b>X</b>			
CLIMBING: stairs	<b>X</b>				
BENDING AT WAIST:		<b>X</b>			
KNEELING:	<b>X</b>				
PUSHING OR PULLING:	<b>X</b>				
HANDLING:	<b>X</b>				
DRIVING:	<b>X</b>				
OPERATING EQUIPMENT: Computer; telephone; copy machine; fax.				<b>X</b>	
WORKING INDOORS:					<b>X</b>
WORKING OUTDOORS:	<b>X</b>				
WORKING IN CONFINED SPACE: Enclosed office environment.					<b>X</b>

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**SIGNATURES**

**Certification of Applicant/Employee**

*Note – **Do not** sign certification if you have any concerns regarding your ability to perform the essential functions of this position. Contact the DBO Human Resources Office for additional information.*

*I certify that I possess essential personal certifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation.*

*I have read and discussed these duties with my supervisor.*

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Civil Service Title*

*I certify that the above accurately represents the duties of the position:*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Civil Service Title*

*Position classification approved:*

\_\_\_\_\_  
*Personnel Analyst's Signature*

\_\_\_\_\_  
*Date*