

Current Proposed

Classification Title Personnel Program Advisor	Division/Unit
Working Title Personnel Program Advisor	IT Domain (if applicable)
Position Number 363-600-5318-006	Effective Date
Name	Date Prepared

CalHR Mission and Vision

The California Department of Human Resources (CalHR) is responsible for issues related to employee salaries and benefits, job classifications, civil rights, training, exams, recruitment and retention. For most employees, many of these matters are determined through the collective bargaining process managed by CalHR.

Our Vision: To be the premier leader and trusted partner in innovative human resources management.

Our Mission: To provide exceptional human resources leadership and services with integrity, respect and accountability to state departments and all current and prospective employees.

General Statement

Under general direction of the Personnel Program Manager II, with guidance from the Division Chief, the Personnel Program Advisor serves in a management capacity, providing program direction by advising and recommending policy and program changes on a wide variety of statewide personnel management issues for the Personnel Management Division (PMD). These functions include service-wide and departmental classification and compensation analysis and review; and implementation of new or existing personnel management programs and initiatives. The position is fully tasked with all administrative and managerial responsibilities for assigned program and policy areas. Duties include, but are not limited to, the following.

Job Functions

[Essential (E) / Marginal (M) Functions]:

Percentage (%)	(E) or (M)	Job Duties
30%	(E)	Provides consultation and direction to PMD Management and CalHR's Executive Office to identify Statewide management problems in order to address current needs and anticipate types of personnel management services necessary; serves on teams and committees to address personnel management issues and convey CalHR's management philosophy to departmental management and stakeholders that encourages its application within the department's personnel management practices; and promote the use of "best practice" management principles when developing and administering the personnel management programs that are under the auspices of

		PMD. Encourages its application within the department's personnel management practices; and promote the use of "best practice" management principles when developing and administering the personnel management programs that are under the auspices of PMD.
30%	(E)	Develops, modifies and administers program goals, policies and procedures that accomplish the CalHR mission to provide human resource leadership for the State; and advise PMD management and staff on how to best integrate projects and efforts tied to Civil Service Improvement efforts and the department's Strategic Plan.
25%	(E)	Provides professional personnel management services to State departments, CalHR staff, Governor's Office, Legislature and staff, and other central agencies. Analysis, review and approval of position allocations, modifications to the State's classification plan (new and revised classes), and consultation to develop legitimate working alternatives to meet customers operational needs. Lead and mentor staff responsible for Departmental assignments.
15%	(E)	As assigned, in cooperation with the Labor Relations Division, provides technical support to CalHR Labor Relations Officers engaged in negotiations, administration, and implementation of labor agreements.

Supervision Received

The incumbent reports directly to and receives the majority of assignments from a Personnel Program Manager; however, direction and assignments may also come from the Division Chief.

Supervision Exercised

None, but will act as a lead to other analytical staff within the division.

Special Requirements / Desirable Qualifications

Knowledge of the state's classification system and experience meeting with subject matter experts and drafting classification specifications highly desired.

Working Conditions

The duties of this position are performed indoors. The employee's workstation is located at 1515 "S" Street building and is equipped with standard or ergonomic office equipment, as appropriate. Travel may be required to attend meetings or training classes.

Attendance

Must maintain regular and acceptable attendance at such level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. * (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the RA Coordinator.)

*A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or

medical condition to perform the essential functions of their job or to enjoy an equal employment opportunity.

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Printed Name	Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature	Supervisor Printed Name	Date

Current Proposed

Classification Title Staff Services Manager II (Managerial)	Division/Unit
Working Title Personnel Program Advisor	IT Domain (if applicable)
Position Number 363-600-4969-XXX	Effective Date
Name	Date Prepared

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General Statement

Under general direction of the Personnel Program Manager II, with guidance from the Division Chief, the Staff Services Manager II (Managerial) serves in a management capacity, providing program direction by advising and recommending policy and program changes on a wide variety of statewide personnel management issues for the Personnel Management Division (PMD). These functions include service-wide and departmental classification and compensation analysis and review; and implementation of new or existing personnel management programs and initiatives. The position is fully tasked with all administrative and managerial responsibilities for assigned program and policy areas. Duties include, but are not limited to, the following.

Job Functions

[Essential (E) / Marginal (M) Functions]:

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30%	(E)	Provides consultation and direction to PMD Management and CalHR's Executive Office to identify Statewide management problems in order to address current needs and anticipate types of personnel management services necessary; serves on teams and committees to address personnel management issues and convey CalHR's management philosophy to departmental management and stakeholders that encourages its application within the department's personnel management practices; and promote the use of "best practice" management principles when developing and administering the personnel management programs that are under the auspices of

		PMD. Encourages its application within the department's personnel management practices; and promote the use of "best practice" management principles when developing and administering the personnel management programs that are under the auspices of PMD.
30%	(E)	Develops, modifies and administers program goals, policies and procedures that accomplish the CalHR mission to provide human resource leadership for the State; and advise PMD management and staff on how to best integrate projects and efforts tied to Civil Service Improvement efforts and the department's Strategic Plan.
25%	(E)	Provides professional personnel management services to State departments, CalHR staff, Governor's Office, Legislature and staff, and other central agencies. Analysis, review and approval of position allocations, modifications to the State's classification plan (new and revised classes), and consultation to develop legitimate working alternatives to meet customers operational needs. Lead and mentor staff responsible for Departmental assignments.
15%	(E)	As assigned, in cooperation with the Labor Relations Division, provides technical support to CalHR Labor Relations Officers engaged in negotiations, administration, and implementation of labor agreements.

Supervision Received

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Supervision Exercised

None, but will act as a lead to other analytical staff within the division.

Special Requirements / Desirable Qualifications

Knowledge of the state's classification system and experience meeting with subject matter experts and drafting classification specifications highly desired.

Working Conditions

The duties of this position are performed indoors. The employee's workstation is located at 1515 "S" Street building and is equipped with standard or ergonomic office equipment, as appropriate. Travel may be required to attend meetings or training classes.

Attendance

Must maintain regular and acceptable attendance at such level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

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Employee Signature	Employee Printed Name	Date

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Supervisor Signature	Supervisor Printed Name	Date