

**DEPARTMENT OF JUSTICE  
DIVISION OF OPERATIONS  
OFFICE OF HUMAN RESOURCES  
TALENT ACQUISITION  
CEA AND EXEMPT APPOINTMENTS UNIT**

**EMPLOYEE NAME:**

**JOB TITLE:** Staff Services Manager II (Specialist)

**POSITION NUMBER:** 420-057-4801-XXX

**STATEMENT OF DUTIES:** The SSM II (Specialist) serves as the expert consultant to executive staff regarding the most complex and sensitive CEA and exempt classification issues. Under the minimal supervision of the Staff Services Manager (SSM) III, Talent Acquisition, the SSM II (Specialist) functions as a nonsupervisory, independent specialist overseeing and directing the Department of Justice (DOJ) Career Executive Assignment (CEA) and Exempt Appointment program. Duties include the establishment of new positions, hiring, salary setting and adjustments, maintenance, and termination of these types of appointments. The incumbent is a subject matter expert in this field, works with minimal direction and must independently develop and compose associated recommendations, proposals and justifications. The SSM II (Specialist) will also be responsible for the oversight of and compliance with the California Department of Human Resources (CalHR) CEA delegation agreement, including monitoring the CEA salary cap.

**SUPERVISION RECEIVED:** Reports directly to the SSM III, Talent Acquisition.

**SUPERVISION EXERCISED:** None.

**TYPICAL PHYSICAL DEMANDS:** Sedentary; personal computer is utilized on a daily basis to perform and/or complete tasks such as writing reports, creating spreadsheets and charts, initiating or responding to email, etc.

**TYPICAL WORKING CONDITIONS:** In a remote work environment, home office or similar environment. At the office, an enclosed or open-spaced cubicle in a smoke-free environment located within a high-rise building in Sacramento, California.

**ESSENTIAL FUNCTIONS**

30% Provides expert recommendations, analysis, and consultation to Office of Human Resources (OHR) management and DOJ executive staff on laws, regulations, policies, processes, and strategies governing the CEA and Exempt program and Special Consultant allocations. Develops CEA proposals, exempt position packages, and Special Consultant packages for submission to CalHR. Develops highly complex justifications, job

descriptions, and other associated documentation in support of new position proposals. Provides recommendations to OHR management and DOJ executive staff on the assignment of appropriate CEA levels, Exempt positions, and/or use of the Special Consultant classification. Researches and completes all required information in the CalHR STD 881 form to justify the allocation and position request, or position change. Develops and/or updates duty statements. Conducts analysis of salaries and determines appropriate rates for new CEAs, develops justifications for exceptional salary requests, and monitors CEA salaries for impact to the Department's CEA salary cap and salary compaction issues. Completes all appropriate processes for new CEA and Exempt appointments, including required procedures in Workday, and Request for Personnel Actions.

- 25% Oversees the Department's CEA exam program. Independently plans, develops, administers, and evaluates DOJ CEA exams to establish eligible lists for use by department management. Researches and analyzes historical examination data and prepares exam bulletins. Works with program management to develop Position Statements and Desirable Qualifications to clearly outline what is required for success on the job. Collects and reports on data regarding CEA exams (e.g., applicant numbers, timeframes, and any other relevant information deemed appropriate) to assess efficiency, help determine timeline estimates for future exams, review workload metrics and respond to any other requests for data from OHR upper management. Creates and publishes CEA exam bulletins in CalHR's Examination and Certification Online System. Performs all necessary steps of the CEA exam process, including downloading and collecting applications, communicating with candidates, identifying panel members and scheduling scoring meetings, participating on CEA scoring panels, drafting and sending notices to candidates, creating the eligibility list, and maintaining the exam history file. Reports panel information to the DOJ Equal Employment Rights and Resolution Office. Completes Report of Appointment documents.
- 20% Oversees Departmental compliance with CalHR delegation requirements. Monitors and maintains DOJ's CEA salary cap. Tracks/audits the establishment and authority for CEA and Exempt positions and salaries, illegal appointments, and exceptional allocations. Updates and prepares the Department's Quarterly Delegation Report for submission to CalHR, and responds to requests from CalHR concerning the Department's delegation agreement. Monitors all DOJ CEA positions and provides consultation to OHR management on awareness, consideration and analysis for ensuring pay equity. Develops policies, procedures and manuals associated with CEA and Exempt appointment processes. Reviews CalHR proposed updates to CEA delegation agreements and communicates potential impact to OHR management.
- 10% Acts as point-of-contact for CalHR and the State Personnel Board for CEA-related issues. Provides weekly, and as needed, updates to OHR and DOJ executive management on CEA position status. Responds to CEA examination appeals and Merit Issue Complaints. Attends regular meetings with CalHR and OHR management to discuss issues, answer questions, and hear updates. Contacts the Governor's office regarding DOJ Exempt needs, including the Governor's loaned exempt entitlements, if necessary. Prepares reports and analysis on findings that may be distributed to DOJ executive staff.

- 5% Completes onboarding for new-to-state CEA and exempt appointments, including reviewing salary, benefits, state hiring processes, and any other relevant HR-related information needed for new hires. Consults with Payroll and Benefits Services section manager(s) to ensure compensation and benefits information is accurate.
  - 5% Regularly updates folders for CEA appointments on the I drive to ensure they have the most up-to-date information. Performs annual review of current CEA salaries to determine appropriate increases when applicable. Provides executive level consultation and advice regarding laws, rules, and policies involving the termination of CEA and Exempt appointments. Prepares associated notices and compiles detailed information concerning an incumbent's applicable return rights. Works closely with OHR management, including coordinating service with the Performance Management and Discipline Unit, in the event of a termination.
  - 5% Serves as a member of the senior management team by attending and participating in regular and ad hoc meetings, sharing and seeking relevant information, and serving as a collaborator and resource to their colleagues. Meets regularly with the SSM III to discuss project status resource needs, and keeps the SSM III and colleagues apprised of key developments. Conducts special projects as needed.
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I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

- I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

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Employee's Signature Date

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Supervisor's Signature Date

*Last updated 7/13/23*