

DUTY STATEMENT

DGS OHR 907 (Rev. 09/2018)

RPA NUMBER 25401	DGS OFFICE or CLIENT AGENCY Facilities Management Division (FMD)	
UNIT NAME Headquarters	REPORTING LOCATION 707 Third Street, West Sacramento, CA 95605	
SCHEDULE (DAYS / HOURS) Monday - Friday / 8:00 am - 5:00 pm	POSITION NUMBER 308-100-4800-012	CBID S01
CLASS TITLE Staff Services Manager I	WORKING TITLE Employee Resource Manager - Telework Option	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION Rank and File Supervisor Specialist Office of Administrative Hearings Client Agency

The Department of General Services' (DGS) Core Values and Expectations of Supervisors and Managers are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS managers and supervisors are to adhere to the Core Values and Expectations of Supervisors and Managers, and to exhibit and promote behavior consistent with those values and expectations.

POSITION CONCEPT

Under the general direction of the Staff Services Manager II (Supervisor), the Staff Services Manager I (Supervisor) in the Facilities Management Division, Administrative Section is responsible for the management of the Employee Resource Liaison Unit in order to maintain the division's business operations.

SPECIAL REQUIREMENTS Conflict of Interest Medical Evaluation Background Evaluation Background Evaluation FTB Office Technician (Typing)

Conflict of Interest

This position is designated under the Conflict of Interest Code. The 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.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	Supervises, directs, develops, and reviews the work of subordinate staff by communicating unit goals and objectives, establishing performance expectations, reviewing and approving/denying time sheets, managing staff requests for time off, maintaining adequate staffing, providing direction and information on DGS Office of Human Resources (OHR) processes, and developing timely performance evaluations and training plans by providing opportunities for training, promote upward mobility, provide guidance on personnel performance issues, and provide equal employment opportunities for a harassment and discrimination-free work environment, utilizing Project Accounting and Leave, applicable bargaining unit contract provisions, DGS and division policies, procedures and guidelines, unit procedures, expectations prescribed by the section manager, branch chief, and deputy director, State Personnel Board and California Department Human Resources' laws and regulations.
30%	Oversees the recruitment program and recruitment plans to address complex staffing needs which includes hard-to-fill and executive level recruitments by monitoring recruitment trends, collaborating with DGS Office of Human Resources recruitment unit, participating in recruitment events, and overseeing the interview and recruitment process in order to meet FMD's recruitment

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 Current Proposed**ESSENTIAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
	and outreach needs.
20%	Provides leadership and oversight of the Division's personnel functions by managing the Division's most complex personnel issues including EEO, performance management, labor relations, and FMLA issues in order to ensure compliance with Human Resources rules, regulations, and policy.
10%	Ensures maintenance of FMD positions data, produces positions reports for management, monitors Request for Personnel Action (RPA) process for timeliness and accuracy. Participates in annual DGS Exam Planning. Leads in various functions, committees, and efforts focused on staffing, workforce development, and succession planning.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Provides back-up to the SSM II, when necessary, in order to ensure continuity of business operations.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Position is part of a distributed team that involves regularly working elsewhere and reporting to the office as needed/required.

Occasional travel within California is required for this position that may require the use of various transportation modes, i.e. airplanes, taxi, car, etc.

Ability to select, access, and use necessary information, data, and communications-related technologies such as computer applications, telecommunications equipment, Internet, voice mail, etc.

Use a handcart to transport documents and/or equipment, i.e. laptop computer, files, reference manuals, solicitation documents, etc.

This position is eligible for telework 3 days a week, in accordance with DGS's Telework Policy, and will be required to report to the office as needed/required. The successful candidate must reside in California upon appointment.

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.

I have discussed with my supervisor and understand the duties of the position and have received a copy of the duty statement.

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

I have discussed the duties of the position with the employee and certify the duty statement is an accurate description of the essential functions of the position.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED