



## DUTY STATEMENT

PR LOG #:

CIVIL SERVICE CLASSIFICATION				WORKING TITLE	
Staff Services Manager I				Human Resources Director	
BRANCH		DIVISION		OFFICE	
State Special Schools Services Div.		California School for the Deaf		Administration/Human Resources	
CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION (CITY)	
S01	E		204-001-4800-002	Fremont	
PROBATIONARY PERIOD		TENURE		TIME BASE	BILINGUAL POSITION
12 Months		Permanent		Full-Time	Yes
TELEWORK OPTION		SAFETY SENSITIVE POSITION		CONFLICT OF INTEREST CLASSIFICATION	
Office-centered		No		Yes	
DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES					
<p>Under administrative direction of the Site Superintendent, the incumbent supervises comprehensive personnel services to enable the California School for the Deaf (CSD) to fulfill legislative mandates of educating students. Typical duties include, but are not limited to transactions, staffing, position control, progressive discipline, classification, labor relations, return to work and employee development.</p>					
CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS					
<p>All employees are expected to work cooperatively with others, maintain regular, consistent, predictable attendance, and possess integrity, initiative, dependability and good judgment.</p>					
SUPERVISION BY					
<p>Under administrative direction of the Site Superintendent, State Special Schools Services Division, California School for the Deaf, Fremont.</p>					
SUPERVISORY RESPONSIBILITIES					
<p>The Human Resources Director is responsible for the direct supervision of 1 Personnel Supervisor, 2 Associate Personnel Analysts, 3 Support Services Assistants, Interpreters, and 2 Translators. They are also responsible indirectly for 3 Personnel Specialists and 2 Office Technicians under the Personnel Supervisor. Serves on the administrative "Cabinet" team participating in administrative decisions, strategic planning and the vision of the school. Serves as liaison to the California Department of Education Headquarters in all areas of Personnel. Contacts include, but are not limited to the Human Resources Department and the Director of State Special School Services.</p>					
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS					
<p>The Supervisor works in the administration building that is climate-controlled and under artificial light; exposure to computer screens and other basic office equipment; work in a high-pressure fast-paced environment, under time critical deadlines; work long hours; may be required to sit for long periods of time using a keyboard and video display terminal; requires the ability to develop and maintain cooperative working relationships; requires the ability to operate various office machines requiring manual dexterity and the ability to stand, bend, stoop and lift up to 30 pounds. Some meetings are held in different buildings on campus, requiring walking outdoors to get to them. Ability to communicate effectively with internal/external customers, give presentations, participate at meetings. Occasional travel to attend meetings and conferences may be required.</p>					

**ESSENTIAL/NON-ESSENTIAL FUNCTIONS**

Relative % of Time Required: 35%

☒ Essential Function☐ Non-Essential Function**Duties Performed**

Supervises, trains, delegates work to, and evaluates the performance of subordinate supervisory, analytical, technical and clerical staff in comprehensive personnel services: hiring selection, teacher credentialing, classification, employee performance, labor relations, pay issues and transactions, monitoring position control and blanket expenditures, training, health and safety, interpreting/translating (non-English/English, American Sign Language/Spoken), administrative support, and maintaining personnel files and information.

Relative % of Time Required: 30%

☒ Essential Function☐ Non-Essential Function**Duties Performed**

Advises and trains managerial and supervisory staff in all areas of personnel management, including, but not limited to effective hiring and performance management. Guides their development of defensible Request for Adverse Action packages. Researches, analyzes, and interprets various laws, rules regulations, policies and memorandums of understanding. Develops procedures to implement processes.

Serves on the Cabinet and requires strategic thinking and vision. Participates in management decisions. Serves with Cabinet as the Incident Command Team in emergency situations that effect the campus. Represents management on various committees. Represents management on the State contract negotiation teams, in various meetings with employee representatives, unemployment hearings, adverse action hearings, and workers' compensation settlements. Identifies and coordinates implementation of bargaining contract provisions, including policy development, training and monitoring of staff practices.

Reviews and approves all Requests for Personnel. Reviews job announcements and advises management on recruitment strategies. Responsible for annual examination planning and coordination with the Selections Services Office at the California Department of Education Headquarters Personnel Services Division.

Relative % of Time Required: 30%

☒ Essential Function☐ Non-Essential Function**Duties Performed**

Serves as liaison to California Department of Education Headquarters staff in all areas of Personnel. Confers with control agencies, such as the California Department of Human Resources, State Personnel Board, and the State Controller's Office on personnel procedures, policies and payroll issues.

Serves as primary liaison with State Compensation Insurance Fund in implementing the workers' compensation benefit. Provides the Return to Work Coordinator in managing safe work environments, returning injured employees to work, and settling workers' compensation claims. Responds to questions from employees regarding personnel issues. Provides a Training Coordinator, approving Requests for Training for staff. Schedules and coordinates various training events, such as New Employee Orientation, Defensive Driver Training, CPR/First Aid, Crisis Prevention Institute (CPI) Training, and American sign Language classes. Supervises Interpreter calendar for CSD, providing interpreters in American Sign Language and spoken languages. Supervises requests for translation.

Relative % of Time Required: <input style="width: 80%;" type="text" value="5%"/>	<input checked="" type="checkbox"/> Essential Function	<input type="checkbox"/> Non-Essential Function
Duties Performed Other assigned, related duties.		

Relative % of Time Required: <input style="width: 80%;" type="text"/>	<input type="checkbox"/> Essential Function	<input type="checkbox"/> Non-Essential Function
Duties Performed		

Relative % of Time Required: <input style="width: 80%;" type="text"/>	<input type="checkbox"/> Essential Function	<input type="checkbox"/> Non-Essential Function
Duties Performed		

**SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS**

The ability to communicate directly with Deaf staff, students, families and visitors in American Sign Language is highly desirable in this position.

**PERSONAL CONTACTS**

California School for the Deaf administrators, staff, students, families, and visitors. Administrators and staff from The California School for the Deaf, Riverside, The California School for the Blind, and the Diagnostic Center North. The Director of State Special Schools, The California Department of Education (CDE) Human Resources, Labor Relations, The Office of Equal Opportunity, The Fiscal Manager for CDE, and other state agencies.

**EMPLOYEE ACKNOWLEDGEMENT**

*I have read and understand the duties and requirements listed above, and I am able to perform these duties with or without an accommodation. (If you believe an accommodation may be necessary, or if unsure of a need for an accommodation, inform the hiring supervisor or the Accommodations Coordinator at Accommodations@cde.ca.gov.)*

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

**MANAGER/SUPERVISOR ACKNOWLEDGEMENT**

*I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.*

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE

HRD C&P ANALYST	HRD APPROVAL DATE	EFFECTIVE DATE	DATE UPLOADED

**This form will be kept in the employee's Official Personnel File.**

Original - Classifications & Pay Office

Copies - Employee and Supervisor