

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY**DUTY STATEMENT**

RPA

EFFECTIVE DATE:

CDCR INSTITUTION OR DEPARTMENT CALIFORNIA HEALTH CARE FACILITY	POSITION NUMBER (Agency – Unit – Class – Serial) 190-261-4801-001
UNIT NAME AND CITY LOCATED Administration, Personnel Stockton	CLASS TITLE Staff Services Manager II (Supervisory) (Institutional Personnel Officer)
WORKING DAYS AND WORKING HOURS a.m. to p.m. (Approximate only for FLSA exempt classifications)	SPECIFIC LOCATION ASSIGNED TO Personnel
PROPOSED INCUMBENT (If known)	

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 INGENUITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE CRITICAL TO THE SUCCESS OF THE DEPARTMENT'S MISSION.

Under administrative direction of the Correctional Business Manager II, the Staff Services Manager II (Supervisory) will work as the California Health Care Facility's (CHCF) Human Resources Institutional Personnel Officer (IPO) and provide overall management to the Personnel Office. The IPO has the responsibility to provide program direction to human resources staff in the Personnel Office who service staff employed by the California Department of Corrections and Rehabilitation (CDCR) and work collaboratively with the Personnel staff employed by California Correctional Health Care Services (CCHCS). The IPO has a higher level of knowledge, skill, and ability to respond to grievances and correspondence related to Personnel and disciplinary matters.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use addition sheet if necessary)</i>
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ESSENTIAL FUNCTIONS

35%	Direct oversight, supervision of the workload in the various functions of the Personnel Office. These functions include CDCR Transactions, Return to Work, and Hiring & Recruitment . The IPO provides indirect supervision and functional guidance and/ or direction to Transactions Staff, Return to Work Coordinator's, Hiring and Recruitment Analyst's, Classification & Pay Analyst, Position Control Analyst, Timekeeper's, and Personnel Reception Staff. The IPO sets priorities, ensures complete staff work is accomplished, and participates in strategic planning and process improvement activities. Provides comprehensive expectations on assignments, tasks, and desired outcomes and provides constructive feedback.
30%	Mentor, coach, train and develop staff. Monitor employee performance, prepare and review performance evaluations, effectively identify and take corrective actions to remedy performance deficiencies. Identify staff strengths and/or weaknesses to assess training needs; conduct monthly staff meetings for on-the-job training/staff development.
20%	Provide consultation to management and supervisor regarding the interpretation/application of the California Department of Human Resources, State Personnel Board and the State Controller laws and rules. Provide guidance and consultation in the areas of good personnel management practices. Ensure the appropriateness of hires, payroll and benefits in accordance with the Department's Operational Manual (DOM) and outside influences.

10%	Ensures or responds to Headquarters inquiries and requests for information and documentation. Prepares and/or reviews various correspondences, including but not limited to: memorandums, letters, postings, and notifications. Drafts and/or reviews Operational Procedures, DOM Supplements, forms and other documents. Represent the institution at meetings and conferences. Complete special projects as requested.	
5%	Attend Warden and/or department staff meetings. Act in the absence of the Correctional Business Manager II, special projects and assignments.	
	<p>KNOWLEDGE AND ABILITIES</p> <p><i>Knowledge of:</i> Principles and practices of public and business administration, in the area of Personnel. Knowledge of employee supervision techniques to effectively direct, manage, and motivate a workforce. Knowledge of employee development and program management in order to effectively direct and manage a workforce as well as establish program goals and identify and resolve program issues. Knowledge of the Department's Mission, Goals and Policies to ensure that the progress of all work assignments/tasks conform to the overall objectives of the unit/division. Knowledge of a Managers role in Equal Employment Opportunity, ADA and progressive discipline.</p> <p><i>Ability to:</i> Reason logically and creatively to resolve complex problems. Ability to develop, evaluate and thoroughly analyze data and complex problems in order to determine and implement effective an appropriate courses of action to solve the complex problems, issues and concerns relating to Personnel. Ability to establish and maintain confident and cooperative relationships with departmental employees, the public and other entities to meet the Department's goals and objectives. Ability to review and evaluate written documents to ensure quality products and services are provided. Ability to manage the work activities of a complex program to meet operational goals of the unit/division. Ability to communicate effectively verbally and in writing to exchange information and or provide direction to staff, the public, and other entities.</p>	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT		
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE