



Classification: Staff Services Manager II
 (Supervisory)
 Position Number: 880-600-4801-014

DUTY STATEMENT

CURRENT **PROPOSED**

RPA Number: 24-600-xxx	Classification Title: Staff Services Manager II (Supervisory)	Position Number: 880-600-4801-014
Incumbent Name: Vacant	Working Title: Staff Services Manager II (Supervisory)	Effective Date: TBD
Tenure: Permanent	Time Base: Full Time	CBID: S01
Division/Office: DAS/Human Resources		Section/Unit: Human Resources
Supervisor's Name: Lucia Neri		Supervisor's Classification: Staff Services Manager III

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement
Under the general direction of the Staff Services Manager III, Chief of Human Resources, and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments.
Position Description
The Staff Services Manager II (Supervisory) is responsible for planning, organizing and directing the activities related to the respective units. The incumbent is required to work independently, communicate effectively and manage multiple tasks. Daily proficient utilization of office equipment and the Microsoft Office Suite is required.
Essential Functions (Including percentage of time):



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45%	<p>Provide guidance to subordinate managers in the Payroll and Benefits Units with reference to department-wide Human Resources functions. Provide supervision and direction including employee development and appraisal; approve/deny requests for time off; interview, select and train new employees. Performs the most sensitive and complex work and oversees level improvement activities in the operation of the Payroll and Benefits units. Identify and resolve the processing and procedural issues and problems that may delay the hiring. Ensures that new supervisors are properly trained and effectively carry out their roles.</p>
35%	<p>Directly and through subordinate managers sets goals and objectives; balances workloads; assigns priorities; identifies necessary changes in procedures and recommend changes to the Human Resources Chief in the areas of Payroll and Benefits Units to ensure compliance with applicable laws, rules, and provisions of relevant bargaining contracts which may include, but are not limited to Best Hiring Practices, and compliance with delegated authority from CalHR; policy creation and execution that enforces adherence to state mandated trainings.</p> <p>Using a high degree of independence and judgment, provide consultation to executive and management staff in resolving sensitive and complex human resource problems and issues to assure that personnel practices are equitable. Oversee the department's hiring program, which includes the development and implementation of procedures, guidelines and a comprehensive training program to ensure uniform application.</p>
15%	<p>Act as designated point of contact with control agencies. Supervise the preparation of reports and/or responses to audits for State Personnel Board, other control agencies and/or internal audit authorities as required. Develop responses to requests for information and/or complaints filed with control agencies or courts.</p> <p>Manages the Career Executive Appointment (CEA) and Exempt pay program for the Water Boards, this includes processing of Exempt Appointment Requests (EPRs), CalHR 881 and coordinates with the HR Branch Chief for inclusion in the delegation reports.</p>
Marginal Functions (Including percentage of time):	
5%	Perform other duties as required.
Typical Physical Conditions/Demands:	
<p>The job requires extensive use of a personal computer and the ability to sit/stand at desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents and may involve standing/sitting for long periods of time, etc.</p>	
Typical Working Conditions:	



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The incumbent works on the 18th floor of a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Travel may be required locally and within the state.

Supervisor Statement

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

Supervisor Name	Supervisor Signature	Date

Employee Name	Employee Signature	Date