

**DUTY STATEMENT**

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Employee Name: VACANT	Current Date: 07/31/24
Classification: Staff Services Manager II (Supervisor)	Position #: 673-810-4801-935
Division/Office: Administrative Services Division-Human Resources Branch	CBID: SO1
Section: Workforce Development & Performance Management Section	
Supervisor Name: Christina Marin-Fitzhugh	Supervisor Classification: Staff Services Manager III

I certify that this duty statement represents an accurate description of the essential functions of this position.	
Supervisor:	Date:

I have read this duty statement and agree that it represents the duties I am assigned.	
Employee:	Date:

**SPECIAL REQUIREMENTS OF POSITION (IF ANY):**

- Designated under Conflict-of-Interest Code.
- Duties performed may require pre-employment physical.
- Duties performed may require drug testing.
- Duties require participation in the DMV Pull Notice Program.
- Requires the utilization of a 32-pound self-contained breathing apparatus.
- Operates heavy motorized vehicles.
- Requires repetitive movement of heavy objects.
- Works at elevated heights or near fast moving machinery or traffic.
- Performs other duties requiring high physical demand. (Explain below):
- Duties require use of hearing protection and annual hearing examinations.

**SUPERVISION EXERCISED**

<input type="checkbox"/> None	<input type="checkbox"/> Lead Person
<input checked="" type="checkbox"/> Supervisor	<input type="checkbox"/> Team Leader

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FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position **DIRECTLY** supervises: two (2) Labor Relations Specialist (LRS), (2) Staff Services Manager I (SSMI)

Total number of positions in Section/Branch/Office for which this position is responsible: Eleven

FOR LEADPERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position **LEADS**:

MISSION OF SECTION: The Workforce Development and Performance Section (WDPS) provides services and support for both the California Air Resources Board (CARB) and the Office of the Secretary, California Environmental Protection Agency (CalEPA). Under delegation from the California Department of Human Services (CalHR) and the State Personnel Board (SPB), the WDPS provides appropriate and sound guidance in all areas of labor relations, workforce development and training, and performance management consultation, including but not limited to all areas of personnel management, progressive discipline, and adverse actions to CARB a CalEPA leadership. WDPS also oversees and manages internal and external training, identifies and promotes staff development opportunities for new and existing employees, maintains CARB's Workforce and Succession Plan, and is the lead for CARB's Career Center. The units may also participate in special projects associated with other branches or units within the Human Resources Branch (HRB) or the Administrative Services Division (ASD) to improve processes and deliverables.

CONCEPT OF POSITION: Under direction of the Human Resources Branch Chief (SSM III), this position provides service to both CARB and CalEPA. The incumbent supervises and directs staff in all areas of labor, employee performance issues, disciplinary procedures, employee training and development, and workforce management impacting CARB and the CalEPA. The incumbent provides direct supervision to two SSM I's, two LRS, and second-level supervision to analysts and para-professional staff. Additionally, the position provides support to the SSM III for matters involving Labor Relations, including but not limited to being available to represent management in labor-related meetings and researching contract interpretation issues, as well as acting on behalf of the SSM III as directed.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
35%-E	Manages and directs the Performance Management Unit's functions for both CARB and the Office of the Secretary, CalEPA. Advises staff and directs a team of professional staff in addressing all areas of personnel management and progressive discipline, adverse actions, and developing working partnerships with Legal Counsel, Equal Employment Opportunity officer, Health and Safety officer, Labor Relations, and department leaders to ensure consistent and appropriate application of disciplinary resolutions to employee

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	<p>problems. Provides guidance and training on the annual Performance Appraisal Summary (PAS) to ensure consistency throughout CARB. Ensures all PAS are completed and submitted to staff official personnel folders.</p> <p>Provides consultation and guidance to managers and supervisors in all aspects of their relations with the union that represents their employees, including grievance handling, interpretation of State and Department policies, interpretation of law, employer-union relations, and collective bargaining agreement terms. Investigates and responds to grievances and complaints. In conjunction with program management and Classification Certification Unit (CCU) management assists with and actively helps in the development of first-level responses and the strategies for achieving their resolution. Prepare written responses to third-level grievances and complaints. Research and analyze potential precedent-setting decisions that would impact the State and its bargaining position. Oversees Form 700 and Ethics training to ensure compliance by staff who are mandated filers.</p>
35%-E	<p>Manages and directs the Workforce Development functions for CARB and CalEPA. Directs and leads staff in the development of training policies and procedures. Provides guidance and consults with management on training needs and provides sound recommendations. Oversees the management of employee training registration and tracks all staff internal and external training courses. Serves as the point of contact with the Department of Human Resources (CalHR) regarding training matters. Oversees the department-wide organizational development projects including, but not limited to, workforce and succession planning, process improvements, employee suggestion/awards program, new employee onboarding program via Learning Management System, CARBs mentorship program, Emerging Leadership Program, and the Career Center. Oversees the CARB workforce and succession plan and provides updates and reports to executive management and CalHR as recommended.</p>
20%-E	<p>Organize and monitor staff resources and develop implementation plans to effectively respond to workload fluctuations. Monitor, evaluate, and complete employee performance appraisals in a timely manner. Promptly address and identify solutions to employee performance issues. Provide reports in the areas of performance management and workforce development to management. Provide articles in relation to oversight areas on a monthly basis for the Clean Air Connection newsletter.</p>
5%-E	<p>May assist or lead special projects. Collaborates with the other Sections within the Human Resources Branch to resolve cross-cutting issues (Classification Examination &amp; Recruitment and Transactions) and other units within the Administrative Services Division.</p>

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5%-M	Assist the HR Branch Manager with writing the Budget Change Proposal (BCP) and other duties within the HRB as needed. Act on behalf of the Branch Chief and provide backup to other HRB Section Managers when necessary. May perform other duties within the scope of the classification as assigned. In-state travel may be required for meetings and conferences, which may also involve overnight travel.
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