

State of California - Department of Social Services

DUTY STATEMENT

| | |
|---|--|
| EMPLOYEE NAME: Vacant | |
| CLASSIFICATION: Staff Services Manager I (Specialist) | POSITION NUMBER: 006 800-691-4800-XXX |
| DIVISION/BRANCH/REGION: <i>(UNDERLINE ALL THAT APPLY)</i> Administration/Human Resource Services Branch | BUREAU/SECTION/UNIT: <i>(UNDERLINE ALL THAT APPLY)</i> Personnel/Exam, Recruitment, & CEA/Exempt Section |
| SUPERVISOR'S NAME: Luther Langston | SUPERVISOR'S CLASS: Staff Services Manager II |

SPECIAL REQUIREMENTS OF POSITION *(CHECK ALL THAT APPLY)*:

- Designated under Conflict of Interest Code.
- Duties require participation in the DMV Pull Notice Program.
- Requires repetitive movement of heavy objects.
- Performs other duties requiring high physical demand. *(Explain below)*
- None
- Other *(Explain below)*

| | | | |
|--|------|--|------|
| I certify that this duty statement represents an accurate description of the essential functions of this position. | | I have read this duty statement and agree that it represents the duties I am assigned. | |
| SUPERVISOR'S SIGNATURE | DATE | EMPLOYEE'S SIGNATURE | DATE |

SUPERVISION EXERCISED *(Check one)*:

- None
- Supervisor
- Lead Person
- Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

This position does not supervise staff, but serves as a coordinating role with several managers and staff within the Branch. The incumbent may also be expected to lead various task force teams consisting of internal and external staff and managers.

MISSION OF ORGANIZATIONAL UNIT:

The California Department of Social Services (CDSS) employees are our most important resource in serving California's needy and vulnerable children and families. We partner with our employees, our managers and supervisors to select, hire, develop, and maintain the best professional workforce in state service. The CEA & Exempt Program and Process Improvement Unit provides assistance and consultation to divisions, branches and unit management on organization and classification matters, reviews position action request for recommendation and determine classification allocation.

CONCEPT OF POSITION:

Under the general direction of the Examination, Recruitment and CEA & Exempt Section Chief, this position is responsible for all aspects of the Career Executive Assignments (CEA) and Exempt positions for the California Department of Social Services (CDSS) and the California Health and Human Services Agency (CalHHS). The SSM I will function in a non-supervisory role as a high level consultant in all aspects of hiring, recruitment, and other personnel related issues. The incumbent will serve as the HRSB project lead on various classification and sensitive classification packages and will act independently and represent the HRSB at high level meetings as well as at the State Personnel Board (SPB) and the California Department of Human Resources (CalHR).

A. RESPONSIBILITIES OF POSITION:**Essential Functions**

40% Responsible for all aspects of the CEA and Exempt positions, appointments, changes, and terminations within CDSS and CalHHS. Develops and administers CEA examinations including conducting panel meetings. Meets with Executive Staff and Agency Executives to provide consultation services and makes recommendations and implements solutions to all areas of personnel management; creates and prepares justification packages for new or changes to existing CEA concepts and Exempt positions and levels. Maintains the CEA/Exempt data base for Executive staff, CalHHS, and CalHR. Serves as an expert to resolve complex issues as they relate to recruitment and retention, pay differentials, hiring above minimum, training and development assignments, exceptional allocations, out-of-class assignments, promotions in place, Temporary Authorization Appointment (TAU), appointments, reorganizations, unlawful appointments, specification revisions, SPB Items, and other sensitive personnel issues. Researches, analyzes and prepares formal memorandums, proposals and reports related to all areas of personnel management to department staff, executive management, control agencies, and other state departments and various outside organizations.

30% Develops, creates and maintains CDSS Personnel policies and procedures and human resource management letters specific to Examination, Recruitment, and CEA/Exempt program to ensure compliance with the laws and rules established by SPB and CalHR, as well as state and Federal laws and rules. Leads task force teams in updating,, developing and implementing new statewide Personnel policies and procedures and conducts efficiency studies for continuous process improvement for a variety of service areas provided by HRSB. Directs other Human Resource Managers and program managers in process efficiencies. Serves as the Department's lead on layoffs and employee placement problems in the Department. Provides training and technical expertise to HRSB managers, staff, as well as program managers throughout the Department on various Personnel related policies and procedures. Serves as the subject matter expert and participates and represents the Department at SPB, CalHR, and other control agency task force meetings. Develops and maintains policies and procedures on HRSB's intranet and internet site based on management's and customer's needs.

15% Reviews proposed legislation from SPB and determine the impact on current processes and procedures. Consults with control agencies as necessary for determinations concerning policy and laws and rules. Develops procedural changes and internal policy updates as needed and provides recommendations and options to management. Responsible for reviewing, maintaining, and updating CDSS' and CalHHS' CEA/Exempt monthly roster and org charts on a monthly basis to ensure correct salaries and position numbers are captured.

10% Prepares various reports for CalHHS pertaining to CEA and Exempt positions. Coordinates with other HRSB units to complete the CDSS and CalHHS delegation log for timely reporting. Coordinates the collection and submission of organizational charts on an annual basis. Prepares summaries and spreadsheets for Executive staff on various CEA and Exempt topics.

5% Serves as the backup to the Examination and Recruitment Section Chief as needed. Attends various meetings and forums to stay informed of any examination or classification updates. Leads special projects as assigned by the Personnel Officer or HRSB Chief.

B. SUPERVISION RECEIVED:

The SSM I reports to and receives general direction from the Examination and Recruitment Section Chief. Direction may also come from the Classification and Pay Section Chief, Personnel Officer, or HRSB Chief.

C. ADMINISTRATIVE RESPONSIBILITY:

This position will have responsibility for developing and maintaining various policies and procedures for the HRSB as well as maintaining the information on the Department's intranet and internet sites.

D. PERSONAL CONTACTS:

The SSM I Specialist will have frequent contact with Executive staff, high level managers throughout the Department and Agency, staff and managers within HRSB and control agencies.

E. ACTIONS AND CONSEQUENCES:

Failure to provide sound, high level technical knowledge to Agency and Executive staff can result in ill-advised decisions by top level staff in regards to their organizational structures and levels. Failure to develop and maintain personnel policies and procedures can also lead to loss of delegation from control agencies. Lack of trained staff and proper adherence to personnel laws and rules can result in a loss of delegation as well as unlawful appointments, potential lawsuits and grievances.

F. OTHER INFORMATION:

The incumbent will serve as the Department's subject matter expert to Executive staff in all areas of CEA and Exempt positions. Excellent interpersonal relationship and communication skills are essential as well as the ability to build consensus and facilitate teamwork. The position requires the ability to act independently and use excellent judgment and decision-making abilities. This will necessitate a much broader level of knowledge than an Associate Personnel Analyst. Some travel may be required.