



GAVIN NEWSOM
GOVERNOR

STATE OF CALIFORNIA
GOVERNOR’S OFFICE OF BUSINESS AND ECONOMIC DEVELOPMENT (GO-BIZ)

POSITION DUTY STATEMENT

Classification Title Staff Services Manager I (Specialist)	Unit Admin - Human Resources	Name
Working Title Senior HR Analyst	Position Number 373-100-4800-003	Effective Date

GENERAL STATEMENT
<p>Under general direction of the Staff Services Manager II, Human Resources (HR) Manager, the position functions as a consultant and subject matter expert for the Governor’s Office of Business and Economic Development (GO-Biz) in all areas associated with Performance Management, Classification and Pay, Recruitments, Executive Recruitment (CEAs and Exempts), and Reasonable Accommodation. In addition, under the direction of the GO-Biz Director, and Equal Employment Opportunity (EEO) Officer, acts as an EEO Specialist for GO-Biz’s EEO Program.</p> <p>The SSM I (Specialist) functions as a nonsupervisory staff specialist in the most difficult and sensitive HR issues and is the lead over other HR staff. Incumbent is expected to consistently exercise a high degree of judgment, initiative, independence, confidentiality, and responsibility in performing a demanding workload with a strong commitment to customer service.</p> <p>Incumbent must possess excellent communication skills—both verbally and in writing, good research skills, use good judgment in decision-making, exercise creativity and flexibility, manage time and resources effectively, and be responsive to the needs of GO-Biz and stakeholders. Able to function at a high level while maintaining calm even in high stress situations. Duties include but are not limited to the following:</p>

ESSENTIAL FUNCTIONS	
35%	<p><u>Recruitments</u></p> <p>Lead HR analysts and oversee recruitment, selection, and appointment of all employees in GO-Biz. Ensure adherence to merit system principles, selection and allocation standards, and conformance to control agency laws, rules, and policies. Ensures all laws, rules, and regulations are being adhered to when new hires, promotions, transfers, demotions, separations, and other personnel actions are processed. Train HR staff of all levels, to ensure they are informed of their responsibilities and obligations as it relates to the civil service merit system. Manages the Limited Examination and Appointment</p>

	<p>(LEAP) process and advises hiring managers of proper procedures after the appointment of a LEAP candidate. Oversee the Exempt position process and submits all documentation to the California Department of Human Resources (CalHR) and The Governor's Office. Serves as a notary of the public to Oath Exempt Appointees in absence of the Director of GO-Biz.</p> <p>Conduct audits and run reports of personnel information and informs the Human Resources Manager of any irregularities.</p>
25%	<p><u>Performance Management</u></p> <p>Advise, counsel, and make recommendations to managers and supervisors on sensitive employee disciplinary and/or performance matters. Review supporting documentation, consults with legal staff and recommends appropriate disciplinary actions to be taken. Draft, review, and revise various personnel actions (e.g., adverse actions, rejections during probation, non-punitive terminations), notices of AWOL separation, preventive, and corrective counseling memoranda (e.g., Letters of Expectation, Instruction, Leave Restriction). Meet with legal counsel and management and implement recommendations. Coordinate service of personnel actions. Respond to requests for information from various sources. Provide expertise on the state's disciplinary process and provides guidance throughout the preventive, corrective, and adverse action phases.</p>
15%	<p>Receive personnel information requests from management and staff. Create Management Information Retrieval System (MIRS) reports and exports them into excel, as needed. Maintain schedule of monthly and quarterly reports to ensure timely completion. Disseminate reports to requestor in the most appropriate format available. Assist the HR Manager in the development of departmental policies and procedures related to Human Resources Management. Prepare written correspondence and special reports on various issues. Develop new strategies and projects related to the changing available technologies. Develop departmental policies and procedures relating to the personnel management program, which affect the working conditions or environment of employees; research rules of authority and develop policies that support good personnel practices. May also review and edit policies and guidelines submitted by the divisions to assure compliance with laws and rules, and labor agreements.</p>
15%	<p>Attend a variety of statewide monthly and quarterly informational forums on behalf of management including but not limited to: Ad Hoc Committee on Human Resources, Transactions Supervisors Forum and Recruiters' Round table. Attend other forums and workgroups when the Human Resources Manager is unavailable, or as assigned.</p> <p>Serve as the Departmental Health and Safety, Return to Work, and Reasonable Accommodation Coordinator. Engage in the interactive process and provides technical assistance to employees regarding reasonable accommodation and other medical issues. Ensure submission of appropriate documentation and physician verification forms. Monitor effectiveness of reasonable accommodation after implemented, ensure the security and confidentiality of records related to the reasonable accommodation process. Coordinate and/or conduct ergonomic evaluations.</p>
5%	<p><u>Equal Employment Opportunity</u></p> <p>Serve as an EEO Specialist for GO-Biz. Ensure GO-Biz compliance with federal and state anti-discrimination laws, development and, Workforce Analysis reporting. Develop and administer the agency Discrimination Complaint process and responds to all</p>

	discrimination complaints on behalf of the GO-Biz. Conduct and complete complaint intake analyses, investigative reports of findings and agency position statements. Investigate, mediate and/or dispose of internal and external discrimination complaints and make recommendations on the disposition and remedy of those complaints. Provide direction and technical advice to management and investigative staff regarding investigative protocol and EEO issues. At the request of the administration, conducts management inquiries outside of the scope of EEO, which include reports on operations within multiple departmental units and recommendations for related policy and procedural revisions. Provide regular reports and recommendations to the Director and Legal Office on sensitive case issues and provides expert testimony on behalf of the agency. Serve as Disability Advisory Committee Coordinator.
5%	Other duties as assigned.

SUPERVISION EXERCISED

The SSM I (Spec) will oversee staff as required to complete the functions and work of the Unit and when the SSM II, HR Manager is out of the office. Exercising general administrative and technical supervision over the HR staff. On individual projects, the SSM I (Spec) may serve in a lead capacity over other staff in the unit.

SUPERVISION RECEIVED

This position receives direct supervision from the Staff Services Manager II, HR Manager.

PUBLIC AND INTERNAL CONTACTS

During the course of work, the incumbent has regular contact with SCO, CalHR, SPB, other governmental agencies, private citizens and appointed and elected officials. These contacts require a high degree of sensitivity and an awareness of the functions and protocols, and interrelations of various government and private organizations.

INITIATIVE AND INDEPENDENCE OF ACTION

The position requires a high degree of creativity and initiative in finding solutions to non-routine problems. It requires proper judgment and accurate assessment of the significance of situations and activities. It requires the accurate setting of priorities, and good time management to ensure completion of work activities within specific time frames.

CONSEQUENCE OF ERROR

High error or poor judgments and lack of professionalism could result in the loss of significant economic growth and job creation in California.

CERTIFICATION

This duty statement fairly represents actual responsibilities, duties performed and reporting relationship of the position. If any aspect of this statement is substantially changed, a new statement will be prepared and submitted to the Personnel Office.

I have read and understand the duties listed above and can perform them either with or without reasonable accommodation. Reasonable accommodation needs should be discussed with your

hiring supervisor. If you are unsure whether you require reasonable accommodation, please inform your supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.

Employee Signature:

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Staff Services Manager I (Specialist)	Date

Employee's Printed Name:

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Supervisor's Signature:

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Staff Services Manager II, Director of Human Resources	Date

Supervisor's Printed Name:

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