

Current Proposed

Classification Title Staff Services Manager I (Specialist)	Division/Unit Selection Division/Merit System Services
Working Title MSS Program Specialist	IT Domain (if applicable)
Position Number 363-880-4800-003	Effective Date
Name Vacant	Date Prepared

CalHR Mission and Vision

The California Department of Human Resources (CalHR) is responsible for issues related to employee salaries and benefits, job classifications, civil rights, training, exams, recruitment and retention. For most employees, many of these matters are determined through the collective bargaining process managed by CalHR.

Our Vision: To be the premier leader and trusted partner in innovative human resources management.

Our Mission: To provide exceptional human resources leadership and services with integrity, respect and accountability to state departments and all current and prospective employees.

General Statement

Under the general direction of the Staff Services Manager II (SSM II), The Staff Services Manager I Specialist (SSM I) serves as a high-level specialist responsible for the classification, job analysis, examination, recruitment, and compliance services for county departments of Social Services, Child Support Services, and Health and Human Services program positions. The SSM I acts as the MSS Program lead, assisting the journey-level analysts and management team as needed, contributing to the development of policies and procedures, and developing and managing the program's position control system. The SSM I acts with a high degree of independence and discretionary judgment. Duties include, but are not limited to, the following:

Job Functions

[Essential (E) / Marginal (M) Functions]:

Percentage (%)	(E) or (M)	Job Duties
35%	(E)	<u>Classification and Position Control</u> Serves as the program lead in providing guidance to program management and staff on complex classification issues. Independently researches, analyzes, develops, and recommends changes to policies, procedures, and process improvements to ensure program compliance with federal merit principles and state regulations. Leads the development, review, revision, and adoption of program classifications. Conducts classification studies. Develops and presents classification concepts and proposals to program management.

		Reviews reclassification requests and develops recommendations. Develops, implements, and manages program position control system, policy, and process. Develops and disseminates communication pertaining to classification and position control issues. Meets with county leaders as needed. Represents program at forums and town halls to provide updates on classification and position control issues as needed.
25%	(E)	<p><u>Compliance Program Development and Maintenance</u></p> <p>Serves as the program lead for the compliance program. Independently researches, analyzes, develops, and recommends changes to policies, procedures, and process improvements pertaining to the compliance program to ensure MSS compliance with statutory requirements. Reconstructs historical records pertaining to the compliance program. Develops and maintains detailed and comprehensive records, tracking, and schedule for compliance program. Provides guidance and oversight to subordinate staff on questions and issues pertaining to the compliance program. Conducts audits of county personnel systems under the authority of the MSS program to ensure compliance with federal merit principles and counties' specific hiring practices. Conducts initial review of compliance reports completed by subordinate staff and recommends course of action regarding the Department oversight of Local Agency Personnel System for Program Employees to program management. Develops, implements, and oversees corrective action plans for noncompliant counties. Ensures compliance reviews are published on the CalHR website. Develops and disseminates communication pertaining to the compliance program. Meets with county leaders as needed. Represents the program in statutory hearings as needed. Represents program at forums and town halls to provide updates on the compliance program as needed.</p>
15%	(E)	<p><u>Job Analysis and Examination Development</u></p> <p>Serves as the program lead for job analysis and examination development. Independently researches, analyzes, develops, and recommends changes to policies, procedures, and process improvements to ensure program compliance with federal merit principles and state regulations. Develops and maintains detailed and comprehensive records, tracking, and schedule of job analyses and examinations for all program classifications. Assigns and tracks job analyses and examination development to subordinate staff and follows up as needed to ensure assignments are completed timely. Conducts job analysis and validation studies. Develops a variety of valid, legally defensible selection tools used to appropriately assess the knowledge, skills, abilities, and other characteristics required for successful job performance. Completes job analysis reports. Reviews and approves job analyses and examinations for subordinate staff. Develops and delivers templates, tools, and training for subordinate staff. Ensures the appropriate documentation, retention, and publication of all job analysis and examinations for program classifications. Serves as the job analysis and examination point of contact for the program. Meets with county leaders as needed. Represents program at forums and town halls to provide updates on the servicewide job analyses and examinations as needed.</p>
15%		<p><u>Recruitment and Selection</u></p> <p>Provides consultation and oversight to the most complex Interagency Merit System (IMS) counties regarding personnel issues in</p>

		accordance with federal merit principles and state regulations. Performs classification, selections, recruitment, and examination services for IMS counties. Reviews job applications to determine if applicants meet the minimum qualifications for a broad variety of professional, technical, administrative, and clerical job classifications. Corresponds with candidates regarding their qualifications. Reviews personnel rules and Memorandum of Understandings for assigned counties and maintain knowledge of their laws and rules. Acts as the subject matter expert on issues that involve county Social Service and Child Support Service programs. Collaborates with county staff via email and/or phone to provide recruitment and selection services and address ad hoc issues. Prepares and responds to MSS appeals. Provides timely written responses to CalHR Policy Program.
10%	(M)	<u>Marginal Duties</u> Participates in meetings and trainings related to the MSS Program as needed. Drafts and reviews policies and procedures. Serves as an internal resource for MSS management and leads special projects as appropriate. Performs other duties as required consistent with division needs. As the lead, the SSM I will assist staff in finding resolutions to issues that arise, and act as backup to management when necessary.

Supervision Received

The incumbent reports directly to the Staff Services Manager II, MSS Program.

Supervision Exercised

None.

Special Requirements / Desirable Qualifications

Strong analytical, communication, and writing skills; personnel management experience; strong organizational skills; Ability to work independently and exercise good judgment; collaborative ability; ability to work well in a team environment; and familiarity with principles of selection and auditing.

Working Conditions

The duties of this position are performed indoors. The employee's workstation is located at 1515 "S" Street building and is equipped with standard or ergonomic office equipment, as appropriate. Travel may be required to attend meetings or training classes.

Include information on travel, overtime, and environmental factors. Describe physical tasks performed, operating machinery or equipment, ability to lift, etc.

Attendance

Must maintain regular and acceptable attendance at such level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. * (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the RA Coordinator.)

*A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of their job or to enjoy an equal employment opportunity.

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Printed Name	Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature	Supervisor Printed Name	Date