



DUTY STATEMENT

DATE APPOINTED TO CLASS		DATE OF LAST POSITION REVIEW 04/16/2025	
DIVISION Field Services		POSITION NUMBER (Agency - Unit - Class - Serial) 421-003-4800-001	
BUREAU/UNIT Human Resources		CLASS TITLE Staff Services Manager I (Specialist)	CBID E48
INCUMBENT		WORKING TITLE	
<p>BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS</p> <p>Under the general direction of the Staff Services Manager II (Supervisor), the Staff Services Manager I (Specialist) independently provides expert consultative services and advice to management regarding personnel issues, policies, procedures, rules, and regulations. The incumbent is responsible for a variety of Human Resources (HR) special projects, including performing internal reviews and audits. The incumbent serves as the Telework Manager, responds to and investigates merit issue complaints, and performs other specialized HR related work. This position may act as a lead for other staff and represents HR in a variety of forums, committees, and working groups.</p>			
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)		
30%	ESSENTIAL FUNCTIONS As the special projects manager, coordinates/acts as lead on special projects and assignments; develops project plans and collects status updates; monitors deadlines, tracks progress, and follows up as needed; responsible for gathering, compiling, editing and interpreting data; participates in presentations, workgroups, and training; provides analytical and administrative support for HR related projects and initiatives; independently reviews, analyzes, processes, and prepares responses to a variety of written communications such as policy memos, state and federal laws and regulations, forms, documentation, and correspondence; completes other high priority projects and/or personnel actions which may be related to Classification & Pay, transactions, benefits, recruitment, examinations, etc.; interprets, analyzes, and provides guidance on new or updated laws, rules, regulations, and policies.		
15%	Ensures compliance with established HR policies, rules, and regulations by conducting internal reviews and audits; performs monthly attendance audits by reviewing and reconciling coded timesheets and leave processed in the California Leave Accounting System; performs monthly leave activity audit by reviewing the Leave Activity and Balances Report to identify potential discrepancies; performs periodic reviews of payroll binders and Time and Attendance Reports (STD. 672s) to ensure appropriate documentation is included and notations are made; performs periodic reviews of recruitment files by verifying all documents listed on the Materials Request Form are included.		
10%	Serves as the Telework Program Manager; implements and maintains the Commission on Peace Officer Standards and Training (POST) Telework Program; identifies positions eligible for telework; reviews and coordinates duty statement updates to ensure appropriate telework verbiage is included; researches and responds to questions and inquiries regarding the POST Telework Program; receives, reviews, and processes the STD. 200, Telework Agreement forms; establishes and maintains the Internal Telework Agreement log and communicates with the payroll analysts regarding payment of the telework stipend;		

	gathers telework statistics and data; ensures compliance with Department of General Services reporting requirements; updates/revises POST Telework Program policy.
10%	Responsible for the Career Executive Assignment (CEA) and Exempt position programs; administers examinations and assists in the development of examination instruments, acts as lead on recruitments, reviews pay differentials, and completes salary analyses; acts as lead on highly complex and sensitive CEA and Exempt projects and assignments; prepares CEA and Exempt Position Request (EPR) proposal packages; writes justifications, concept papers, and other documentation; reviews and provides recommendations on duty statements and organizational structure; compiles information for audits; works with control agencies, as directed, on special requests, inquiries, and questions; responsible for the CEA Pay Program.
10%	Receives, reviews, and responds to merit issue complaints; audits hiring packages, gathers facts, and drafts responses for SSM II or Bureau Chief review; determines if the hire follows the state's civil service merit based hiring system, state and federal regulations, and POST policies; conducts interviews as needed to obtain critical information; ensures merit issue complaint responses are delivered in a timely matter and follow all applicable rules and regulations; updates/revises POST Merit Issue Complaint policy; conducts research and analysis on assigned grievances to develop recommended grievance response and submit to SSM II or Bureau Chief for finalization and submission to meet the assigned due date; consults with SSM II, Bureau Chief, Equal Employment Opportunity Officer, and when directed, the Legal Office, during the review process of all appeal responses.
10%	Acts as the Subject Matter Expert for recruitment policies, procedures, and best hiring practices; coordinates specialized recruitment efforts for hard to recruit for classifications; identifies and analyzes vacancy trends and consults with management on focused recruitment strategies; participates in conferences, workshops, and/or trainings; attends various HR forums; provides leadership and recommendations to the SSM II and Bureau Chief on implementation of hiring related projects and initiatives; provides expert consultation services to the SSM II and Bureau Chief on policy and procedural matters related to recruitment and retention and attrition to promote a uniform application and ensure compliance with legal requirements; works with other bureaus on special recruitment requests and focused recruitment efforts; mentors other HR staff regarding the hiring process.
5%	As the State Leadership Accountability Act (SLAA) representative for HR, drafts HR risks and controls; monitors accepted controls throughout the year to ensure controls are effectively reducing the risks; and provides updates on risks and controls at SLAA meetings; participates in meetings as requested and identifies HR objectives, goals, and actions; as the departmental liaison to the Personnel Payroll Services Division (PPSD) Decentralized Security Administrator (DSA); acts as the security resource for all HR staff as it relates to State Controller's Office security requirements; maintains, retains, and submits Security Authorization forms; verifies access and appropriate access level of existing staff and ensures proper documentation is prepared to advise PPCSD of changes; trains new authorized users on logon procedures; immediately reports security incidents and violations to the PPCSD DSA.
5%	Acts as back up to the Reasonable Accommodation Coordinator; using the interactive process, approves, modifies, or denies RA requests.

5%	NON-ESSENTIAL FUNCTIONS Acts as back up to other HR staff; performs other job-related duties within the scope of the classification.
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WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED OF THE JOB *(if applicable):*
WORK ENVIRONMENT

Office setting – Requires prolonged sitting, standing, walking, use of the telephone, use of a personal computer, and frequent contacts with individuals within POST and from law enforcement agencies. Requires mobility to various areas of the work site. Incumbent must work well under pressure, meeting multiple and sometimes conflicting deadlines. The incumbent shall always demonstrate cooperative behavior with co-workers and supervisors. Hours of work generally cover business hours of 8:00 a.m. to 5:00 p.m. This position is located at POST headquarters in West Sacramento, CA. This position may be eligible for telework.

Some travel may be required (e.g., travel to off-site Bureau conferences or meetings or training and aid POST as necessary).

PHYSICAL ABILITIES

Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation. May require light carrying/lifting of office supplies (i.e., paper, binders, manuals, etc.).

Traveling may require medium to heavy lifting (i.e., laptop, luggage, etc.).

CONFLICT OF INTEREST *(if applicable):*

☐ Conflict of Interest Filing (Form 700) required ☒ Not applicable

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The employee is required to complete Form 700 within 30 days of appointment and once per year.

Failure to comply with the Conflict of Interest Code requirements may void this appointment.

To be reviewed and signed by the supervisor and employee:

SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE***

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT:

- ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR***
- ***I HAVE RECEIVED A COPY OF THE DUTY STATEMENT***
- ***I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION***
- ***I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE***

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
HUMAN RESOURCES ANALYST'S NAME (Print)	HUMAN RESOURCES ANALYST'S SIGNATURE	DATE