

**DUTY STATEMENT**

Employee Name:	Position Number: <b>580-120-4800-030</b>
Classification: Staff Services Manager I (Specialist)	Tenure/Time Base: Permanent/Full-Time
Working Title: Performance Management Consultant	Work Location: 1615 Capitol Avenue, Sacramento CA 95814
Collective Bargaining Unit: E48	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Human Resources Division	Branch/Section/Unit: Strategic Talent Management & Development Branch/ Performance Management & Training Section/ Performance & Policy Consultation Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

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**Competencies**


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The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

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**Job Summary**


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This position supports the California Department of Public Health's (CDPH) mission and strategic plan by assisting managers and supervisors in the appropriate and timely application of the progressive discipline process, and addressing concerns related to performance and conduct in the workplace.

The Staff Services Manager I (SSM I) (Specialist), serves as a non-supervisory, highly skilled, organized, and experienced special consultant for the Human Resources Division (HRD), Strategic Talent Management and Development Branch (STMDB), Performance & Policy Consultation Unit. This position will work in conjunction with the STMDB's Performance & Training Compliance

Management Unit (PTCMU). These activities include, providing guidance and expertise to CDPH managers and supervisors in the areas involving the most complex, confidential, and sensitive employee performance and conduct concerns, and administration of the state's disciplinary process.

The SSM I (Specialist) is expected to exercise a high degree of initiative and independence; possess excellent communication and facilitation skills.

The incumbent works under the general direction of the Staff Services Manager II (SSM II).

### **Special Requirements**

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: 10% Travel to hearings and training locations throughout the state as required.
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

### **Essential Functions (including percentage of time)**

- 35% Consults with and advises managers and supervisors regarding the more complex/highly sensitive employee work performance, conduct, and discipline issues to ensure coaching and guidance provided aligns with the department's vision for a healing and trauma-responsive culture. Independently reviews and/or drafts the most complex/highly sensitive expectation memorandums, probationary reports, performance appraisals, corrective/adverse actions, notices of rejection during probationary period, Absent Without Leave (AWOL) Separation notifications, medical actions, salary denials, and other non-punitive actions.
- 25% Researches, analyzes, and provides recommendations to managers and supervisors on personnel policies, and practices. Provides interpretation of applicable Government Codes, State Personnel Board (SPB) Rules, California Department of Human Resources (CalHR) laws, and other related policies, laws, rules, and standards related to the implementation of performance management activities. Participates and facilitates meetings, with all levels of management, the Office of Legal Services (OLS), and Office of Compliance (OOC) to discuss and resolve personnel issues.
- 15% Assists with updating policies, correspondence, and procedures related to performance management. In collaboration with the PTCMU Chief, maintains statistical data on performance management activities and reports findings to HRD leadership (Section Chief, Branch Chief, Assistant Deputy Director/Deputy Director). Makes recommendations to HRD leadership and the Office of Legal Services (OLS) based on statistical findings and trends as to the best practices and approaches toward employee performance management activities throughout the Department.
- 10% Participates in settlement discussions in partnership with the OLS and Program management. Travels to and represents the Department's interest in settlements at Pre-Hearing Settlement Conferences with authority to settle on behalf of the Department. Represents the Department at Skelly and Coleman hearings held within the Department, as well as evidentiary hearings at the

SPB, CalHR, or the District Attorney.

- 10% Serves as a subject matter expert (SME) in performance management trainings, forums, and conferences. Provides guidance and responds to hypothetical performance management scenarios. Assists the Training, Professional Development and Recruitment Units in the development and updating of related training courses. Acts as a lead to analytical staff. Assists with the recruitment and training of PTCMU staff. Leads special projects as assigned by HRD leadership.

### **Marginal Functions (including percentage of time)**

- 5% Attends the Performance Management/Progressive Discipline Forum and relays pertinent information. Serves as SME on various workgroups related to performance management. Prepares files and files in resource rooms, schedules conference rooms and Skelly/Coleman hearings, and other necessary functions in the course of duty. Performs other job-related duties as required.

☐ I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

### **HRD Use Only:**

Approved By: JC

Date: 04/18/25