

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

RPA NUMBER 28764	DGS DIVISION / OFFICE or CLIENT AGENCY Office of State Publishing	
UNIT NAME Administration	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 885 Riverside Parkway, West Sacramento, CA 95815	
CIVIL SERVICE CLASSIFICATION Staff Services Manager I	POSITION NUMBER 307-162-4800-004	CBID S01
POSITION ELIGIBLE FOR TELEWORK: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	PROBATIONARY PERIOD <input type="checkbox"/> 6 Months <input checked="" type="checkbox"/> 12 Months <input type="checkbox"/> N/A	WORK WEEK GROUP E
WORK SCHEDULE (DAYS / HOURS) Monday - Friday / 7:30 a.m. to 4:30 p.m.	TENURE Permanent	
WORKING TITLE Staff Services Manager I	TIMEBASE Full Time	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	BILINGUAL POSITION: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LANGUAGE NEEDED: <input type="checkbox"/> Verbal <input type="checkbox"/> Written Proficiency language in: _____	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION ☐ Rank and File ☒ Supervisor ☐ Specialist ☐ Office of Administrative Hearings ☐ Client Agency

The Department of General Services' (DGS) Core Values and Expectations of Supervisors and Managers are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS managers and supervisors are to adhere to the Core Values and Expectations of Supervisors and Managers, and to exhibit and promote behavior consistent with those values and expectations.

POSITION CONCEPT

Under the general direction of the Staff Services Manager II (SSM II), the Staff Services Manager I (SSM I) in the Administration Unit is responsible for directing and supervising a small group of professional staff within the Administration Unit at the Office of State Publishing (OSP).

SPECIAL REQUIREMENTS ☐ Medical Clearance ☐ Background Clearance ☐ Typing ☐ DMV Pull Notice ☐ Drug Testing
☐ Vehicle Home Storage Permit ☐ Driver's License and Class (specify below in Description) ☐ Certificate (specify below in Description)
☐ Professional License (specify below in Description) ☐ Other (specify below in Description)

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
30%	Directs and supervises the day-to-day functions of the budget staff by developing and monitoring OSP's annual financial budget, coordinating updates to the Office of Fiscal Services, analyzing billable hour data to develop rates for the various cost centers to support and recover the operating budget, and monitoring income and expenses through regular budget and accounting reports, following all required policies and procedures in order to ensure OSP's financial health.
30%	Directs and supervises the day-to-day functions of the accounting staff by ensuring billing activities, deposits and credit card payments are processed accurately, expenditures are coded appropriately, routine reporting activities are completed, property records are maintained, equipment maintenance is maintained, and purchase requests are tracked and processed accurately to ensure ongoing administrative support to OSP.
20%	Oversees OSP's Print Management System by monitoring daily data collection, reconciliation,

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	billings and reports, overseeing the transition to new Monarch software, and facilitating ongoing system maintenance and user support in order to ensure efficient and accurate data collection and system reports to OSP's management.
15%	Performs the full range of supervisory duties by providing direction and guidance to staff regarding ongoing assignments and daily work activities, delegating responsibility, completing probationary reports and individual development plans, completing personnel action documentation, conducting hiring interviews, approving travel and leave requests, and conducting, arranging, and approving training in order to ensure that staff is appropriately knowledgeable, deadlines are met within DGS expectations, staffing level is maintained, and all employee actions are handled within the governing provisions set by the California Department of Human Resources and the State Personnel Board, including other federal and state provisions.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Supervises and participates in the preparation of Budget Change Proposals, out-of-state travel justifications, and responses to Department of Finance and Legislative requests for information.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS☐ Travel (Specify the percentage in the travel box below)

Daily use of a personal computer and a variety of office software applications at a workstation. Fast paced environment with changing priorities. Work environment involves exposure to unusual elements such as extreme temperatures, dirt, dust, fumes, unpleasant odors and loud noises.

DESIRABLE QUALIFICATIONS

Proven Ability in: Budget preparation and oversight, multi-year financial forecasting, strategic leadership, and staff supervision. Demonstrated expertise in delegation, workload management, and team motivation. Skilled in leveraging financial software and systems, performing advanced data analysis, and generating detailed financial reports.

Education: Bachelor's degree in business management, Accounting, or a closely related field.

Knowledge of: Financial data integrity, best practices for internal controls, and a comprehensive understanding of state and federal policies and procedures.

INTERPERSONAL SKILLS:

Ability to work as a team member with co-workers and management staff.

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You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at reasonableaccommodation@dgs.ca.gov)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED
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I have discussed the duties of the position with the employee and certify the duty statement represents an accurate description of the essential functions of the position. I have provided the employee with a copy of this duty statement.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED
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