**Duty Statement**

Department of Human Resources

State of California

[x]  Current [ ]  Proposed

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| **Classification Title**Staff Services Manager III | **Division**Selections |
| **Working Title**Selection Division Program Manager | **Office/Unit/Section**Selection Division  |
| **Position Number**363-800-4802-001 | **Effective Date**   |
| **Name**  | **Date Prepared**06/05/2020 |

## CalHR Mission and Vision

The California Department of Human Resources (CalHR) is responsible for all 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 general direction of the Chief, Selection Division, this position serves as the principle advisor to the Chief on matters related to Selection such as examination administration, test construction and validation, and interpretation and application of civil service laws, rules and best practices. This position has responsibility for providing day-to-day direction and leadership to the Division’s Exam Teams and their respective staffs.

The incumbent may be responsible for sensitive and confidential employee matters, and this position requires the use of tact and sound judgment that recognizes the best interests of the state and the Department of Human Resources. Duties include, but are not limited to, the following:

## Job Functions

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

65% (E) Serves as the principle advisor to the Chief of the division providing the highest level of policy and program advice while assisting in raising the efficiency and standards of performance for the Selection Division and examination services.

Incumbent provides leadership and direction in the exploration of policy and programmatic alternatives that enhance the overall administration of selection related programs. Incumbent provides program management, implements strategies for effective and efficient business operations, and provides direction and strategic leadership to reporting staff to ensure operational goals are achieved.

20% (E) Responsible for providing statewide solutions and policy guidance regarding the State’s selection and hiring practices. Ensures that all mandated laws, rules, and regulations are properly assessed for potential impact on civil service.

15% (E) Incumbent will exhibit fair behavior that is free from implicit bias in dealing with all parties; establishes, maintains and fosters effective working relationships with internal and external stakeholders. Effectively contributes to the department’s EEO objectives in order to create and maintain a fair and equitable work environment. Promotes and fosters a work culture that is conducive to employee engagement, productivity, and professional development.

## Supervision Received

Reports directly to the Chief, Selection Division.

## Supervision Exercised

Directly supervises two Staff Services Manager IIs, a Staff Services Manager I, and others, as appropriate, and provides functional guidance to the Selection Division management team.

## Required Skills

This position requires the ability to work under pressure to meet deadlines. The incumbent is required to have a broad knowledge of various laws, rules, policies and procedures in multi-disciplined staff services areas; exercise a high degree of good independent judgment; communicate effectively; and easily adapt to changing priorities. This position is responsible for sensitive, confidential, and at times controversial matters in the performance of these specified functions. Incumbent must have a background in industrial psychology, organizational psychology or psychometrics.

## Working Conditions

N/A

## 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.

## Other Information

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.

**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 Personnel analyst.)

*\*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 his or her job or to enjoy an equal employment opportunity.*

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

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| **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.

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| **Supervisor Signature** | **Supervisor Printed Name** | **Date** |