State of California
CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY
AIR RESOURCES BOARD
ASD/PMB-12 (REV 04/13)

DUTY STATEMENT

EMPLOYEE NAME:	Vacant	CURRENT DATE:	8/1/19
CLASSIFICATION:	Staff Services Manager II (Managerial)	POSITION #:	673-810-4969-001
DIVISION/OFFICE:	Administrative Services Division	CBID:	M01
SECTION:	Classification and Transactions		
SUPERVISOR'S NAME:	Jennifer Edmond		
SUPERVISOR'S CLASS:	Staff Services Manager III		

I certify that this duty statement represents an accurate description of the essential functions of this position.

Supervisor's Signature ***Date***

I have read this duty statement and agree that it represents the duties I am assigned.

Employee's Signature ***Date***

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

☒ Designated under Conflict of Interest Code.

☐ Duties performed may require annual physical.

☐ Duties performed may require drug testing.

☐ Duties require participation in the DMV Pull Notice Program.

☐ Requires the utilization of a 32-pound self-contained breathing apparatus.

☐ Operates heavy motorized vehicles.

☐ Requires repetitive movement of heavy objects.

☐ Works at elevated heights or near fast moving machinery or traffic.

☐ Performs other duties requiring high physical demand. (Explain below)

☐ Duties require use of hearing protection and annual hearing examinations.

SUPERVISION EXERCISED: (CHECK ONE):

☐ None ☐ Lead Person

☒ Supervisor ☐ Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises:

4

Total number of positions in Section/Branch/Office for which this position is responsible:

16

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS:

N/A

MISSION OF SECTION:

Under delegation from the California Department of Human Resources (CalHR) and the State Personnel Board (SPB), the Classification & Transactions Section is responsible for the classification and pay, progressive discipline including adverse action, payroll, benefits, disability programs, position control, and medical management for the California Air Resources Board (CARB) and the Office of the Secretary, California Environmental Protection Agency (CalEPA).

CONCEPT OF POSITION:

Under general direction of the SSM III, this position provides service to both CARB and CalEPA. The incumbent supervises and directs staff in all areas of classification and compensation, employee performance issues, disciplinary procedures, payroll, benefits, disability programs, and position control. The incumbent provides direct supervision to three SSM I's and one associate personnel analyst, and a second level supervision to analysts and para-professional staff.

% Of TIME	RESPONSIBILITIES OF POSITION
35%-E	Manages, plans, and directs the Human Resources (HR) Classification and Pay supervisors and staff who provide services to CARB and CalEPA. Ensures consistent interpretation and application of applicable laws, regulations, policies, and union contracts. Provides advice, interpretation, recommendations, and support to all levels of CARB and CalEPA management on classification, compensation, layoff, and performance and other employee issues, works closely with legal and management to formulate and recommend administration and implementation of policy and best practice solutions for complex personnel issues
25%-E	Manages and directs the HR Transaction supervisor, Medical Management supervisor, and staff who provide services to CARB and CalEPA. Ensures consistent interpretation and application of applicable laws, regulations, policies, and union contracts. Provides consultation, interpretation, recommendations, and support to HR staff who provide service to CARB and CalEPA management and employees on such things as pay, benefits, and disability programs.
15%-E	Organize and monitor staff resources and develop implementation plans to effectively respond to workload fluctuations. Monitor, evaluate, and timely complete employee performance appraisals. Promptly identify and address to resolve employee performance issues. When necessary, utilize available resources to ensure compliance with Bargaining Unit contracts, hiring practices, CARB policies and procedures, equal employment practices, and other related personnel laws, rules and regulations. Mentor, coach and guide staff in the development of their knowledge of CARB and the resources available to perform their work. Timely identify staff training needs and opportunities for improved performance and job satisfaction.
10%-E	Personally performs the most sensitive tasks, responding to inquiries from the resolving issues with

	the Governor's Office and CalHR, including the direct input of appointment packages for Career Executive Appointment and exempt employees. Provide consultative services to the Executive Office of CARB and CalEPA on a variety of HR issues.
10%-E	Provides general direction to the position control analysts to ensure accurate tracking of positions, appropriate organizational representations, and compliance with budget related program laws, rules, and regulations.
5%-M	Assists the HR Branch Chief in the other sections of the branch as needed. Acts for the Chief in her absence.