

Current Proposed

Classification Title Staff Services Manager I (Supervisor)	Division Selection Division
Working Title Departmental Exams Program Manager	Office/Unit/Section Selection Services Program - Departmental Exams
Position Number 363-840-4800-xxx	Effective Date 01/01/2020
Name	Date Prepared 12/19/2019

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 the general direction and guidance of the Selection Division Chief, the Staff Services Manager I (SSM I) (Supervisor) is responsible for managing the operational and administrative functions of the Selection Division Departmental Exam team. This position is the first management level responsible for supervising and coaching analysts in their work designing and conducting varied and complex personnel selection projects and providing examination consultation. Duties include, but are not limited to, the following:

Job Functions

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

- 40% (E) Responsible for the oversight of the day-to-day operations of the Selection Division Departmental Exam team. Supervise and provide guidance and direction to departmental exams analysts with appropriate coaching, and mentoring while identifying training opportunities for improved staff performance and job satisfaction. Review analysts' workload, and evaluate employee performance by providing timely feedback and recognition, including creating probationary and performance appraisal reports. Responsible for forecasting and managing \$1.5 million of reimbursable authority. Work with the team's Project Coordinator to review exam development project pipeline, approve cost proposals, and delegate work assignments to staff accordingly.
- 35% (E) Provide consultation to departmental staff regarding the technical and administrative feasibility of various selections tools such as job analysis test validation, test construction and scoring, examination planning, research methodology, and statistical analysis. Chair

meetings with the departmental personnel and liaisons, management committees, and subject matter experts to share progress of studies, define future steps, and ensure departmental support and understanding of all phases of projects under contract. Research, develop, and oversee implementation of new selection technologies and designs innovative selection devices. Provide technical selection and consulting services to departmental managers and program staff of approximately 155 state departments or organizations.

20% (E) Conduct research on selection procedures, job analysis methods, and related assessment issues (e.g., pass point setting, item analysis, scoring models) to remain current on the trends and practices of the assessment profession. Author technical reports in conformance with the Uniform Guidelines on Employee Selection Procedures documenting job analysis data, test development background/procedures, and exam validation information.

5% (M) Attend and contribute to Selection Division staff, departmental and interdepartmental meetings. Build internal and external collaborative relationships. Participate in special projects as required to meet the mission and objectives of CalHR. Oversee the Service wide team when the Program Manager is out of the office.

Supervision Received

The Staff Services Manager I report directly to the Selection Division Chief.

Supervision Exercised

The Staff Services Manager I supervise approximately 5 Associate Personnel Analysts and one Staff Services Analysts

Required Skills

The Staff Services Manager I is required to operate standard office equipment such as, but not limited to; a personal computer (desk top or lap top models), paper shredder, basic calculator, document system (copier, facsimile, imaging).

Working Conditions

None

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.)

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

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.

Supervisor Signature	Supervisor Printed Name	Date