

## DUTY STATEMENT

### Staff Services Manager I (Specialist)

Employee's Name <b>Vacant</b>			Effective Date	
Classification <b>Staff Services Manager I (Specialist)</b>			Division/Section/Unit <b>Administration</b>	
Immediate Supervisor <b>Christina Vinson</b>			Supervisor's Classification <b>Staff Services Manager II</b>	
CBID E 48	Class Code 4800	Work Week Group E	Time Base Full Time	Location Sacramento, CA

It is CalHFA's mission to create and finance progressive housing solutions so more Californians have a place to call home.

**DIVISION DESCRIPTION and POSITION SUMMARY**

The Administration Division is responsible for the administrative functions of California Housing Finance Agency (CalHFA), which is a small Agency, and includes Human Resources, Labor Relations, Transactions, Business Services, Contracts and Facilities.

Under the general direction of the Staff Services Manager II, the Staff Services Manager I (Specialist) is responsible for performing the functions as the Performance Management Specialist for the Agency. The incumbent provides advice and guidance on performance management matters with all levels of management and staff. The duties and responsibilities include, but are not limited to the following:

Percent of Time	Activity
35%	<p><b>ESSENTIAL FUNCTIONS</b></p> <p>Serves as the Agency's Performance Management specialist to provide support and assistance to all levels of management on the preventative, corrective, and adverse phases of the progressive discipline process. Composes employee actions including adverse actions, counseling memos, merit salary adjustment (MSA) denials, rejections during probation, medical actions, AWOL, grievance responses, etc. in accordance with State Personnel Board (SPB), California Department of Human Resources (CalHR) standards, rules, and regulations, and collective bargaining agreements. Assists in the preparation of Union notices regarding changes impacting the terms and conditions of employment.</p>
20%	<p>Independently reviews, researches, and interprets civil service laws and rules, collective bargaining agreements, CalHR policies, and personnel management practices to ensure the Agency is applying the most current information regarding personnel management. Identify best practices for making recommendations on changes to personnel management procedures as appropriate. Support Labor Relations in reviewing and providing recommendations on new and updated Agency policies. Assist the SSM II with the maintenance and updating of Agency policies and procedures to ensure compliance with established CalHR, SPB, and other control agency's laws, rules, and regulations.</p>
20%	<p>In accordance with State laws, rules, regulations, policies and procedures, develops and administers guidelines and training for CalHFA managers and supervisors in the area of performance management (e.g. progressive discipline, employee evaluations, probations reports, and labor relations). Ensures CalHFA is in compliance with state and federal training mandates, specifically in the areas of safety (sexual harassment prevention, workplace violence), supervision (80 hours of basic supervision training for newly appointed supervisors), lead person, and management continuing educations. Assists with the administration of probation reports and the Annual Performance Appraisal process. Responsible for the Goal Setting process for the Agency, including assisting managers and supervisors with drafting and evaluating goals. Assists in developing and maintaining the Agency's Workforce Succession Planning and Upward Mobility models.</p>
10%	<p>Independently conducts investigations regarding issues reported to Human Resources or Management (including composing questions, contacting, notifying, and interviewing). Compiles investigations results, reports, performs analysis, and makes recommendations for action.</p>

Employee's Name		
Classification Staff Services Manager I (Specialist)		Division/Section Administration
10%	Perform special projects related to Personnel Management and Human Resources as assigned.	
5%	<b>MARGINAL FUNCTIONS</b> Participates in staff meetings, attends trainings, provides work status reports, and performs other duties as assigned.	
<b>KNOWLEDGE, SKILLS, AND ABILITIES</b> Additional Knowledge, Skills, and Abilities may be found in the classification specification. <ul style="list-style-type: none"> <li>• Knowledge of laws, rules, policies and guidance on Human Resources and Labor Relations functions.</li> <li>• Ability to analyze situations accurately, utilizing a variety of analytical techniques in order to make well informed decisions.</li> <li>• Ability to develop and evaluate alternatives.</li> <li>• Ability to work independently and exercise good judgment.</li> <li>• Skill to gather, analyze and interpret data.</li> <li>• Skill to interpret and apply labor contracts.</li> <li>• Ability to establish and maintain cooperative working relationships.</li> </ul> <b>WORK ENVIRONMENT AND PHYSICAL ABILITIES REQUIRED</b> <ul style="list-style-type: none"> <li>• Work in a high-rise building</li> <li>• Work in climate-controlled office working environment</li> <li>• Occasional travel may be required</li> <li>• Use computer keyboard and read from computer screens several hours a day</li> </ul> <i>The following abilities are for most positions with or without an accommodation:</i> <ul style="list-style-type: none"> <li>• <b>VISION</b> – You must have sufficient vision to perform the following duties; prepare various forms; proofread documents; read printed material, read from computer screen, and read handwritten materials.</li> <li>• <b>HEARING</b> – Your hearing must be sufficiently acute to perform following duties: Answer telephones; receive verbal information from outside sources; understand verbal instruction.</li> <li>• <b>SPEECH</b> – You must have sufficient ability to speak to perform following duties: Receive visitors; answer inquiries and provide verbal information or instruction.</li> <li>• <b>BENDING, STOOPING, KNEELING</b> – You must be able to bend at the knee or waist, stoop, and kneel to perform duties: Fill the copier with copy paper.</li> <li>• <b>SITTING OR STANDING</b> – You must be able to sit or stand for extended periods of time to perform the following duties: Attend meetings, tour facilities, sit at a desk for extended periods of time to perform division administrative duties that are mandatory for this position.</li> <li>• <b>CONCENTRATION</b> – You must be able to continuously concentrate to perform the following duties: Review and read records/documents, research, compose, analyze, compile, and update technical documents; multi-tasking; preparing various forms and documents.</li> </ul> <b>PERSONAL CONTACTS</b> Daily contact with all levels of Agency staff, representatives from other State departments, and members of the public.		
<b>SUPERVISOR'S STATEMENT: I have discussed the duties of the position with the employee.</b>		
Supervisor's Name Christina Vinson	Supervisor's Signature	Date
<b>EMPLOYEE'S STATEMENT: I have discussed with my supervisor the duties of the position and have received a copy of the Duty Statement.</b>		
Employee's Name	Employee's Signature	Date
<b>ANALYST'S STATEMENT: I have reviewed this Duty Statement.</b>		
Analyst's Name Aisha Wright	Analyst's Signature	Date