

STATE OF CALIFORNIA  
**DUTY STATEMENT**

CALIFORNIA PRISON INDUSTRY AUTHORITY

<b>1. Institution/Division/Office</b> Central Office/Administration/CALPIA		<b>2. Unit Name/Industry</b> Human Resources	
<b>3. Class Title</b> Staff Services Manager I (Supervisory)		<b>4. Proposed Incumbent (if known)</b> Vacant	
<b>5. Current Position Number (Agency-Unit-Class-Serial)</b> 063-043-4800-001		<b>6. Effective Date</b> October 9, 2020	
<b>7. BRIEFLY (1 or 2 sentences) describe the position's organization setting and major functions:</b> Under the direction of the Chief, Human Resources, the incumbent functions as the supervisor of the Workers' Compensation/Return-to-Work Unit and the Workforce Recruitment/Planning Unit. <b>Work Schedule:</b> Monday – Friday 8:00am – 5:00pm.			
<b>8. Percentage of time performing duties:</b>	<b>9. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use an additional page if necessary.)</b>		
55%	<p style="text-align: center;"><b>ESSENTIAL FUNCTIONS</b></p> <p>Provides leadership, direction, and all aspects of supervision over the Workers' Compensation/Return-to-Work Unit comprised of two analysts and one Office Technician (Typing). Assigns, reviews, and monitors the work activities of the staff; evaluates performance; approves absences; and provides appropriate training. Personally performs the most difficult and sensitive work including, but not limited to: reviewing and approving SARs, conducting workers' compensation analyses, developing and presenting training to employees and supervisors, assisting and leading litigated cases for hearings and trails, managing all incoming and outgoing settlements, making recommendations to effectively reduce CALPIA's workers' compensation liability, reviewing and approving reasonable accommodation and ergonomic requests, and maintaining the Live Scan process for current employees and candidates.</p>		
35%	<p>Provides leadership, direction, and all aspects of supervision over the Workforce Recruitment/Planning Unit comprised of two analysts. Assigns, reviews, and monitors the work activities of the staff; evaluates performance; approves absences; and provides appropriate training. Personally performs the most difficult and sensitive work including, but not limited to: developing and implementing CALPIA's recruitment strategy, completing and submitting annually CALPIA's workforce analysis, leading CALPIA's recruitment events throughout the State, implementing CALPIA's Workforce Plan initiatives, working with executive management to effectively assess and implement recruitment and workforce-related changes, and implementing CALPIA's Succession Plan initiatives.</p>		
5%	<p>Leads the development of position-related policies and procedures. Attends and/or represents CALPIA in meetings, conferences, and hearings as appropriate; and works with attorneys representing CALPIA. Determines the annual contract needs for the units under the purview of this position; directs and reviews the preparation of related budget change proposals and equipment requests as needed; and monitors expenditures.</p>		
5%	<p style="text-align: center;"><b>MARGINAL FUNCTIONS</b></p> <p>Performs other duties as required related to this classification.</p>		
<b>10. SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>			
<b>11. DATE SUPERVISOR PROVIDED EMPLOYEE WITH A COPY OF DUTY STATEMENT:</b>			
<b>PRINT EMPLOYEE'S NAME</b> Vacant	<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>	
<b>PRINT SUPERVISOR'S NAME</b> Tyler Morris	<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>	
<b>HR APPROVAL</b> KS 10/9/2020			