

**DEPARTMENT OF JUSTICE
DIVISION OF LAW ENFORCEMENT
BUREAU OF INVESTIGATION
BI Headquarters Administration and
Special Projects**

JOB TITLE: Staff Services Manager I

STATEMENT OF DUTIES: Under the general direction of the Assistant Bureau Director, the Staff Services Manager (SSM) I is the manager of the California Department of Justice (CA DOJ), Bureau of Investigation (BI) Headquarters Administration and Special Projects. The SSM I has primary responsibility for the planning, management, control, and oversight of all administrative and fiscal monitoring functions in the Bureau. The SSM I manages the staff responsible for the Bureau's budget, telecommunications, personnel, facilities, legislation, procurement, contracts, special projects; oversees and/or completes compilation(s) of required fiscal reports; conducts project analyses; develops and maintains unit procedures; coordinates and prepares Budget Change Proposals and grant funding proposals; assists in program implementation; ensures that Departmental, Division, Bureau, California Human Resources (CalHR), Department of Finance (DOF), Department of General Services (DGS), State Administrative Manual (SAM), and labor contract policies and procedures are followed; works closely with Bureau executive management, the Division of Law Enforcement (DLE) Office of the Chief, and the Division of Operations (OPS), to determine the needs and appropriate course of actions necessary to ensure strict compliance with procedures dealing with budget, procurement, personnel, legislation, facility projects, and meets project completion deadlines.

DESIRABLE QUALIFICATIONS: The candidate must have excellent written and oral communication skills; strong analytical skills; good research skills; effective time-management and organizational skills. Must have the ability to maintain professional and courteous working relationships with all levels of staff; ability to foster positive working relationships with internal/external customers; ability to successfully lead and supervise a group of individuals; ability to work well under pressure and meet deadlines; possess integrity and the ability to maintain confidentiality of sensitive information; strong proficiency in Microsoft Word, Excel, and Outlook; and good attendance. Must have the ability to work with all team members in a position of strong leadership and management; ability to follow directions and guidance from the Assistant Bureau Director; process and deliver any prescribed tasks with minimal supervision; be a self-starter, flexible, and have a positive attitude.

SUPERVISION RECEIVED: Directly supervised by the Assistant Bureau Director.

SUPERVISION EXERCISED: Direct supervision and management of one (1) Associate Governmental Program Analyst and two (2) Staff Services Analysts.

TYPICAL PHYSICAL DEMANDS: Ability to work at a computer screen for extended periods of time, Ability to stand for short periods of time and to lift and move up to 20 pounds at a time. Ability to use telephone/earpiece for an extended period.

TYPICAL WORKING CONDITIONS: Work in an enclosed office or cubicle. Must work core business hours, Monday – Friday. In response to mission critical workload, the SSM I may be required to work more than 40 hours a week due to bureau needs.

ESSENTIAL FUNCTIONS:

- 30% Plans, coordinates, organizes, and directs the activities of BI Headquarters administrative responsibilities; establishes and maintains project priorities; monitors and exercises control over assigned resources/projects in accordance with DLE/Bureau policies and procedures; manages and makes decisions and/or recommendations to bureau-level management and executive staff on budget, personnel, procurement, contracts, and facility issues; responsible for the bureau's fiscal monitoring, new program/procedure implementation, project management, and resource allocations; prepares and coordinates the preparation of Budget Change Proposals and Grant funding proposals for existing and new bureau programs.
- 25% Reviews, identifies, and evaluates all aspects of BI Headquarters administration operations, including work procedures, current assignments, current and projected workload, training needs and general office management, to ensure work flow, quality of work, and time lines produced are met; and personnel performs the most difficult and complex work in the assigned duties.
- 15% Reviews, edits, and/or provides initial approval for bulletins, letters, special reports, legislative analyses, protocols, procedures, manuals, and articles relating to BI administrative functions; oversees the timely preparation of detailed statistical reports, charts, and graphs; and reviews reports for accuracy of information prior to distribution to bureau management and executive staff.
- 10% Coordinates with bureau management and executive staff to ensure that policies, operating procedures, personnel, and labor relation matters are consistently managed throughout the Bureau and facilitates communications between all levels of management and supervision within the Bureau.
- 10% Manages activities and performances of the BI Headquarters personnel; oversees the hiring of personnel; mentors and assists subordinates with upward mobility; and prepares staff evaluations, disciplines employees, and handles grievances.

MARGINAL FUNCTIONS:

- 5% Participates in various meetings on behalf of the bureau, and informs management and executive staff of pertinent information.
- 5% Assists bureau management in the development of plans and goals, and makes recommendations on administrative matters within the bureau.

I have read and understand the essential functions and typical demands required of this job and I am able to perform the essential functions.

Employee's Signature Date

Supervisor's Signature Date