



DUTY STATEMENT	
Classification: Staff Services Manager I Bilingual-Spanish	Position Number: 835-444-4800-001
Division/Office/Section: Recycling/Certification and Registration Branch/Recycler Education and Examination Unit	
Location: 801 K Street, Sacramento, CA 95814	Effective Date:
Employee's Name:	
Supervisor's Name: Margo Flores	Supervision Exercised: <input type="checkbox"/> Yes <input type="checkbox"/> No
Collective Bargaining Identifier (CBID): R01	

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to department policies and procedures regarding attendance, leave, and conduct.

POSITION DESCRIPTION

Under direction of the Staff Services Manager II, the Staff Services Manager I (SSMI) directly supervises, plans, organizes and directs staff to complete the tasks and responsibilities in the Recycler Education and Examination (RE&E) unit for the Beverage Container Recycling Program (BCRP). The RE&E unit is responsible for developing and implementing a precertification training and examination program for recycling collection programs within the BCRP in English and Spanish.

Travel may be required up to 25% per year. Travel may include day trips and trips of 2-5 days in duration, which involve overnight stays.

ESSENTIAL FUNCTIONS

45% Establish priorities for the unit, coordinate unit activities, and review English and Spanish work products for completeness and accuracy. Ensure that staff provides efficient and effective customer service. Guide staff efforts by setting timelines and developing work and strategic plans. Seek process improvement opportunities and encourage staff participation in a team environment.

Establish and track performance measures for the unit and evaluate effectiveness of the English and Spanish curriculum through reports and training class observation.

35% Hire, train, supervise and evaluate professional staff that perform complex duties related to RE&E responsibilities. Perform supervisory functions and oversee staff efforts related to the unit such as staff training, performance evaluations, individual development plans, budgeting, report development and procedure and policy development and implementation.

Understand and implement the terms and conditions of state contracts under collective bargaining and in accordance with department policy.

Understand and implement equal opportunity employment policies within the unit.

15% Provide leadership in implementing regulations, policies and procedures. This includes development and maintenance of the Precertification training goals and materials.

Personally perform tasks that are more difficult, in English and Spanish. Assist the Section Manager in the development and implementation of section, branch and division management including administrative policies and procedures.

Develop legislative and regulatory recommendations relating to the BCRP.

Research, resolve and advise section, branch and division management on complex issues related to RE&E unit.

15% Establish and maintain effective partnerships with other CalRecycle units/offices and collaborate to ensure coordination of functions. Collaborate with the Legal Office regarding compliance issues concerning existing and potential certified program participants. Act as a liaison between Unit staff and other CalRecycle units and branches to ensure consistent oversight and provide coordination, monitoring and process improvements.

Establish and maintain effective relationships with other governmental agencies and the recycling industry.

MARGINAL FUNCTIONS

5% Attend and represent the BCRP at meetings, conference, hearings, trainings, and other events. Participate on intra/inter-agency working groups.

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation:	Date:
Employee Signature:	
I certify that the above accurately represent the duties of the position:	Date:
Supervisor Signature:	
PERSONNEL USE ONLY: This personnel transaction has been reviewed and approved by:	
C&P Analyst:	Date Approved:

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- Designated under Conflict of Interest Code.
 - Duties performed may require annual physical.
 - Duties require participation in the DMV Pull Notice Program (drives on state business 6 or more time per month).
 - Requires the utilization of a self-contained breathing apparatus.*
 - Operates heavy motorized vehicles.*
 - Requires repetitive movement of heavy objects.*
 - Performs other duties requiring high physical demand.* (Explain below)
- *May require a pre-employment medical examination.
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ESSENTIAL FUNCTIONS OF POSITION

- VISION** – You must have sufficient vision to perform the following duties: observe participants while taking a proctored exam, use computer screen in performing research, database queries and data entry.
 - HEARING** – Your hearing must be sufficiently acute to perform following duties: Conduct telephone conversations with program participants; take oral instructions from division management and personnel in other divisions, receive oral information/data from team members and participants during training and exam sessions.
 - SPEECH** – You must have sufficient ability to speak to perform following duties: to provide training and exam instructions, speak on the phone; interact with division staff; speak with program participants in person and on the telephone.
 - CARDIAC/CIRCULATORY SYSTEM** – Your cardiac/circulatory system must be in sufficient condition to perform the following duties:
 - RESPIRATORY SYSTEM** - Your respiratory system must be in sufficient condition to perform these duties:
 - ORTHOPEDIC** – You must have the ability to use the following selected body parts – a. neck, b. shoulder, c. arm, d. elbow, e. wrist, f. hand, g. finger, h. spine, i. back, j. hip, k. leg, l. knee, m. ankle, n. foot, o. toe, to perform the following duties: use computer (a, b, c, d, e, f, g); attend meetings (h, l, j, k, l, m, n); and, use of appropriate body parts to perform other duties of this position.
 - MANUAL DEXTERITY** – You must be able to perform the following duties involving manual dexterity: use the computer; telephone, calculator; FAX machine; drive vehicle to meetings, conferences workshops, etc.
 - BENDING, STOOPING, KNEELING** – You must be able to bend at the knee or waist, stoop, and kneel to perform the following duties: Set up of audiovisual equipment for trainings and workshops.
 - SITTING OR STANDING** – You must be able to sit or stand for extended periods of time to perform the following duties: attend meetings, tour facilities, sit at desk for extended periods of time to perform division administrative duties that are mandatory for this position, conduct trainings, workshops, and exams.
 - LIFTING** – You must be able to lift up to 30 pounds to perform the following duties: transporting training materials from office, vehicle, or training sites.
 - CONCENTRATION** – You must be able to continuously concentrate to perform the following duties: perform data entry, proctor exams, respond to questions from trainees.
 - EQUILIBRIUM/BALANCE** – You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others:
 - LOSS OF AWARENESS OR CONSCIOUSNESS** - You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others: driving a vehicle while travelling to offsite work locations.
 - CONTAGIOUS OR COMMUNICABLE DISEASE** - You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others:
 - DRIVING OR OPERATING DANGEROUS EQUIPMENT** – You must be able to drive or operate dangerous equipment to perform the following duties: driving a vehicle while travelling to offsite work locations.
 - Do you have any other physical or mental condition or limitation not listed above that prevent you from performing the essential functions of this position as described in this job description?**
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EMPLOYEE CERTIFICATION

- Yes. I am able to perform all of the above listed essential functions of the position, and have no physical or mental condition or limitation that prevent or otherwise impair me from doing so.
- Yes, I am able to perform all of the above-listed essential functions of the position, but will require reasonable accommodation in order to do so.
- No, I am unable to perform one or more of the above-listed essential functions of the position, even with reasonable accommodation.
- I am not sure if I am able to perform on or more of the above-listed essential functions of the job.

Signature
