

DUTY STATEMENT

1. POSITION INFORMATION	
Civil Service Classification Staff Services Manager II	Working Title Human Resources Operations Manager/Labor Relations Officer
Employee Name VACANT	Position Number 791-215-4801-001
Project/Division Name Human Resources Division	Supervisor's Name Yolanda Rodriguez
Unit Human Resources Operations	Supervisor's Classification Staff Services Manager III
Physical Work Location 2495 Natomas Park Drive #655, Sacramento, CA 95833	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction Click here to enter text.
Effective Date TBD	
2. REQUIREMENTS OF POSITION	
<p>Check all that apply:</p> <p><input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input checked="" type="checkbox"/> Requires Fingerprinting & Background Check</p> <p><input type="checkbox"/> May be Required to Work in Multiple Locations <input type="checkbox"/> Other (<i>specify below in Description</i>)</p> <p>Description of Position Requirements (e.g., the position may move from project to project upon business need, managing staff at an alternate location, graveyard/swing shift, frequent travel, etc.):</p> <p>n/a</p>	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
<p>Summary Statement (Briefly describe the position's organizational setting and major functions):</p> <p>Under the general direction of the Chief, Human Resources Division, the Staff Services Manager II (SSM II) serves as Human Resources Operations Manager and is responsible for human resources programs not limited to classification and compensation, performance development, payroll and benefits services, workforce and organizational development, talent acquisition, and other human resources functional areas in accordance with the civil service laws, rules, and departmental policies and procedures. The SSM II also serves as the Labor Relations Officer; provides guidance and mentorship to subordinate supervisors and staff; and directs staff on a wide variety of complex administrative, human resources management issues. Human Resources is currently in the process of undergoing organizational and program changes that may impact/modify this position's responsibilities.</p>	
Percentage of Duties	Essential Functions
30%	Serves as the subject matter expert on human resources/personnel matters; provides policy development oversight and support; plans, directs, and manages the highly diverse and complex Human Resources Division programs in the areas such as Classification and Compensation, Recruitment and Selection, Personnel Transactions, Workforce and Organizational Development, and Labor Relations. Provides oversight for a variety of employee benefits and/or programs, including, but not limited to the: Family Medical Leave Act/CA Family Rights Act (FMLA/CFRA), workers' compensation, reasonable accommodation, leaves of absences, personnel management policy and procedure development, Labor Relations, including progressive discipline and performance development and management.
30%	Provides consultation and recommendations to mitigate complex, sensitive complex issues; coordinates and collaborates with the Office of Systems Integration (OSI) management in (i.e., Business Services, Budget Office, Legal Office) and the Directorate in the coordination and implementation of administrative operational regulations and mandates in the areas of safety, emergency planning and disaster recovery plans, teleworking, ergonomics, etc. Interprets and disseminates human resources related memorandums, directives, pay and personnel letters, laws, rules and Memorandums of Understanding (MOU) emanating from the California Department of

	<p>Human Resources (CalHR), State Personnel Board (SPB), State Controller's Office (SCO), Department of Finance (DOF), Labor Organizations, and policy and procedures.</p> <p>20% Evaluates resources and establishes performance criteria, objectives, action items and time frames for completing Human Resources Division (HRD) projects and assignments. Perform various supervisory tasks related to staff management and development; provides mentoring to staff for long term career development to build skills, knowledge, and understanding towards personal and professional growth. Specific supervisory responsibilities implemented through subordinate supervisors, include: assessing appropriate training needs; establishing and implementing consistent standards and expectations through regular meetings, probationary reports or individual development plans; constructive intervention and/or consultation; corrective/disciplinary actions; and ensuring the work environment is conducive to open communications and collaboration.</p> <p>15% Represent the Chief, Human Resources and/or serve as a participant in management meetings; various OSI committees or task forces; Personnel Ad Hoc and/or personnel management related meetings. Serves as the department's representative at the collective bargaining tables and/or specific steering committees; investigates/analyzes and prepares responses to grievances; and serves as a resource to managers/supervisors on the interpretation and application of labor agreements, state laws and rules, and departmental policies as they relate to employer/employee relations. May develop, coordinate, and present training for managers/supervisors regarding labor contract administration, grievance handling, and employer-employee relations.</p>
Percentage of Duties	Marginal Functions
5%	Perform other duties as assigned.
4. WORK ENVIRONMENT <i>(Choose all that apply from the drop-down menus)</i>	
Standing: Occasional (13-25%)Occasional (13-25%)Occasional (13-25%)	Sitting: Frequent (51-75%)Frequent (51-75%)Frequent (51-75%)

Walking: Infrequent (7-12%) Infrequent (7-12%) Infrequent (7-12%)	Temperature: Temperature Controlled Office Environment Temperature Controlled Office Environment Temperature Controlled Office Environment	
Lighting: Artificial Lighting Artificial Lighting Artificial Lighting	Pushing/Pulling: 1-25% of the time 1-25% of the time 1-25% of the time	
Lifting: 1-25% of the time 1-25% of the time 1-25% of the time	Bending/Stooping: 1-25% 1-25% 1-25%	
Other: <i>Click here to enter text.</i>		
Type of Environment: a. N/AN/AN/A b. N/AN/AN/A		
Interaction with Public: a. N/AN/AN/A b. N/AN/AN/A c. N/AN/AN/A.		
5. SUPERVISION		
Supervision Exercised (e.g., <i>Directly – 1 Information Technology Supervisor II; Indirectly – 5 Information Technology Associates</i>) Directly – 2 Staff Services Manager I (Supervisor), 1 Staff Services Manager I (Specialist), 1 Office Technician (Typing); 2 Senior Personnel Specialists, 3 Associate Personnel Analysts Indirectly – 3 Associate Personnel Analysts, 2 Student/Graduate Student Assistants, 1 Retired Annuitant		
6. SIGNATURES		
Employee's Statement: I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Duty Statement and can perform the duties outlined above without a Reasonable Accommodation.		
Employee's Name (Print)		
Employee's Signature	Date	
Supervisor's Statement: I have reviewed the duties and responsibilities of this position and have provided a copy of the Duty Statement to the Employee.		
Supervisor's Name (Print)		
Supervisor's Signature	Date	
7. HRD USE ONLY		
Human Resources Division Approval		
<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines.	HR Analyst initials	Date approved
<input type="checkbox"/> Exceptional allocation, 625 on file.		
Reasonable Accommodation Unit use ONLY (completed after appointment, if needed) * If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation form and submit to Human Resource Division (HRD), Reasonable Accommodation Coordinator. List any Reasonable Accommodations Made:		

**** AFTER SIGNATURES ARE OBTAINED:**

- SEND THE ORIGINAL DUTY STATEMENT TO HRD TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)
- PROVIDE A COPY TO THE EMPLOYEE
- FILE A COPY IN THE SUPERVISOR'S DROP FILE