	State of California Department of Corrections and Rehabilitation Human Resources

Duty Statement

Rev. 1/4/2022

Incumbent:	**Location:** Downtown, Sacramento
Section/Unit: Policy and Procedures	**Classification:** Staff Services Manager II
Position Number (s): 065-572-4801-XXX	**Supervised By:** Staff Services Manager III

Under the direction of the Staff Services Manager III, Human Resources (HR) Policy, Administration, and Compliance (PAC), the Staff Services Manager (SSM) II, Policy and Procedures section, plans, organizes and directs units responsible for ensuring compliant Human Resources policy and procedures. The SSM II works collaboratively to ensure uniform and compliant personnel policies and procedures are updated and accurate for use by personnel offices within CDCR statewide. The incumbent provides advice and expert consultation to top-level managers and executives on sensitive and complex personnel matters. The incumbent is responsible for setting goals, monitoring performance measures, and directing teams toward achieving the Department's mission. The SSM II will model and instill the Department's core values of integrity, accountability, justice, and collaboration and employee wellbeing. The incumbent provides effective training and guidance to line management; participates as a member of the HR management team; and acts in the absence of the PAC SSM Ill as necessary.

ESSENTIAL FUNCTIONS

30% Provides quality supervision, training, and guidance to policy section managers and employees. Reviews workload tracking reports and performance measures to gauge program success, identify areas of excellence and deficiency, and identify workforce training needs. Plans and distributes workload, reviews the work of team members, and sets priorities. Provides direct supervision to the SSM ls in the Policy and Procedures units.

25% Working cooperatively, establishes and documents standardized procedures, ensures HR policies and procedures are uniform and compliant with personnel laws, rules, policy and procedures, facilitates communication and efficient workflow between the institution/office/program and all HR sections in order to provide seamless personnel services. Ensures policies and procedures are current. Continuously reviews and evaluates processes and implements changes as needed to maintain and/or enhance services and/or streamline processes, and/or to be in compliance with new and revised laws, rules, policies and procedures, etc. Works with Institutional Personnel Offices to ensure that proposed programs/procedures are viable in institutional settings.

20% Provides advice and expert consultation to top-level managers/administrators and executives regarding sensitive and complex personnel management matters. Participates in development of budget change proposals.

15% Individually or as a project manager/task force leader, completes agency/department and/or divisional level assignments of the most sensitive, complex, and/or confidential nature relating to personnel, payroll, certification, position control or benefit matters. Analyzes the personnel needs of line programs and makes recommendations to facilitate organizational effectiveness and promote workforce excellence.

10% Represents the Department at meetings, conferences, and public hearings; establishes and maintains positive working relationships with various control agencies. Recruits and selects employees; fosters workforce development; approves and denies leave requests; evaluates employee performance, and approves, recommends and takes disciplinary action. Models and instills Department's core values of integrity, accountability, justice, collaboration, and employee wellbeing. Participates as a member of the PAC management team; attends and conducts team meetings; acts in the absence of the Chief of PAC, as required; and performs other related work.

Employee Signature: _____ Date:_____

Supervisor Signature: _____ Date:_____