

DUTY STATEMENT

(07/14)

*Shaded area for Personnel Office use only*Effective Date:
09/2022

1. OFFICE State Coastal Conservancy	POSITION NUMBER (Agency - Unit - Class - Serial) 536-100-4800-XXX
2. HEADQUARTER LOCATION Oakland, CA	3. CLASS TITLE Staff Services Manager I (sup)
4. WORKING HOURS/SCHEDULE TO BE WORKED 8:00 a.m. to 5:00 p.m., Monday to Friday	5. SPECIFIC LOCATION ASSIGNED TO Oakland
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 536-100-4800-XXX

All employees are expected to work cooperatively with others; maintain regular, consistent, and predictable attendance; possess integrity, initiative, dependability, and good judgment.

8. BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general direction of the Director of Fiscal Services (SSM II), the SSM I is responsible for the supervision & management of the Conservancy's Human Resources, Budgets, and Grants Units. This position is a working supervisor, you will have specific HR duties along with being the Labor Relations Officer and supervising, training, overseeing, and reviews the work and performance of the HR, Budgets, and Grants staff. Responsibilities are carried out with a significant degree of independence, working independently and in a team, exercising sound judgment, analysis, and discretion.

9. Percentage of time performing duties 30%	10. 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. <i>(Use additional sheet if necessary)</i>
	<p>ESSENTIAL FUNCTIONS</p> <p>Supervise, train, assist, and oversee the workload of staff for three administrative units: Human Resources (HR), Budgets, and Grants. Set priorities, manage workload of staff, and ensure all units' related work is completed timely adhering to all government rules, codes, and regulations. Evaluate processes/procedures and update/communicate to staff regularly of changes. Analyze, solve, & respond to the most complicated issues effectively, as they arise. As a working level supervisor, assist with regular workload, overflow work, backlogs, and serve as back up for staff, when necessary. Adhere to and ensure all government rules, regulations, procedures, and internal policies are followed by staff. Create/prepare training materials and assist with training/onboarding of staff related to HR, Budgets, and Grants administration. Collaborate with executive, administrative, legal, and program staff regarding information management, audits, research, queries, retrieval of reports. Conduct staff trainings, as needed. Complete probationary/annual performance reviews for staff timely and recommend trainings to increase staff skill set. Conduct performance management and progressive discipline process with staff, when needed. Review, audit, and approve staff leave requests, timesheets, and travel expense claims by due dates. Review and verify all required reports are accurately completed and submitted timely. Regularly assist, coordinate, and supply the accounting staff, project staff, and other units with various HR, Budgets, and Grants related information. Reconcile and verify information between administrative units are accurate on a quarterly basis. Prepare, review, and analyze reports, statements, accounts, and/or records and communicate findings to admin staff/supervisors and Executive Officers. Work with staff to respond to local, State, Federal, and private auditors for the three units and ensure Executive Officers, admin supervisors, and project managers are aware of audits & findings.</p> <p>Maintain current knowledge of the State Constitution, Government Code, CA Code of Regulations, State Personnel Board, and CalHR policies, bargaining unit contracts, Pay Letters, State Controller Office letters, CA Public Employees' Retirement System Circular letters, the Americans with Disabilities Act, The Fair Employment and Housing Act, and the CA Labor Codes. Serve as primary contact and liaison for HR, Budgets, and Grants Units related matters, Attorney General Office regarding pending actions, serve as liaison to State control agencies. Attend and participate in various internal and external meetings. May establish or modify policies based on business needs.</p>

11. SUPERVISOR'S STATEMENT: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**

SUPERVISOR'S NAME (Print) Helen Kang	SUPERVISOR'S SIGNATURE	DATE
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12. EMPLOYEE'S STATEMENT: **I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT**

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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DUTY STATEMENT

GS 907T (REV. 03/03)

9. Percentage of time performing duties	10. 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. <i>(Use additional sheet if necessary)</i>
	<p>KNOWLEDGE AND ABILITIES</p> <p>Knowledge of: Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; the administration and department's goals and policies; governmental functions and organization at the State and local level; department's Affirmative Action Program objectives; and a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.</p> <p>Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex Staff Services program; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively contribute to the department's affirmative action objectives.</p> <p>DESIRABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> ▪ Experience supervising a team and managing the workload of others. ▪ Excellent organizational skills, ability to multitask, set and meet deadlines, and prioritize work. ▪ Working experience/knowledge handling Human Resources, Budgets, and/or Grants highly preferred. ▪ Experience with labor relations, performance management and progressive discipline process'. ▪ Consistently exercises a high degree of initiative showing focus, attention to detail, and follow-through. ▪ Ability to act independently with a positive attitude, open-mindedness, flexibility, and consideration. ▪ Proficiency with MS Office (Word, Excel, and Outlook). ▪ Communicates well verbally and in written formats and responds to queries timely and effectively. ▪ Ability to analyze situations and adopt effective course of action when responding to individuals or issues in a tactful and professional manner. ▪ Experience preparing, reviewing, and analyzing reports, statements, accounts, and/or records and communicating findings to mgmt. ▪ Ability to work independently and in a team environment and displays good interaction/interpersonal skills. ▪ Excellent attendance, punctual, reliable, dependable, and able to maintain confidentiality. ▪ Focus attention to detail and follow-through ▪ Ability to act independently, positive attitude, open-mindedness, flexibility, and tact ▪ Communicates well verbally and written formats ▪ Consistently exercise a high degree of initiative ▪ Analyze situations and adopt effective course of action ▪ Deal with individuals with a range of moods and behaviors in a tactful, congenial, personal manner <p>SPECIAL PERSONAL CHARACTERISTICS</p> <p>Willingness to work effectively and agreeably under the pressure of short lead times in a production-oriented environment; accept responsibility for accuracy of work; and work in a noisy environment. Demonstrated ability to act independently, open-mindedness, flexibility, and tact.</p> <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</p> <ul style="list-style-type: none"> ▪ Office setting; Monday through Friday; prolonged periods of sitting ▪ Work on a computer up to 8 hours a day ▪ Ability to lift 15 pounds ▪ May require an employee to work in stressful or time-pressured situations ▪ Multitask, meet deadlines, and adjust to changing priorities in a cooperative manner ▪ Travel by car or plane, with overnight stays necessary on occasion ▪ Display good interaction skills. ▪ Communicate effectively with individuals from varied experiences, perspectives, and backgrounds. ▪ We are a public agency; understand the importance of professional conduct when interacting with individuals who may display a range of behaviors. ▪ Monday through Friday; Will need to sit or stand for long periods; work may require repetitive movements in the performance of daily duties. ▪ The Conservancy has a telework policy for Head Quarter (HQ) staff, with the intention of allowing HQ staff to telework up to 3 days per week. ▪ A computer for telework use can be provided if needed.

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	<p><u>Reading</u>: Understand and use written information that may be presented in a variety of formats, such as text, tables, lists, figures, and diagrams; select reading strategies appropriate to the purpose, such as skimming for highlights, reading for detail, reading for meaning, and critical analysis.</p> <p><u>Writing</u>: Express ideas and information in written form clearly, succinctly, accurately, and in an organized manner; use English language conventions of spelling, punctuation, grammar, and sentence and paragraph structure; and tailor written communication to the intended purpose and audience.</p> <p><u>Mathematics</u>: Understand, interpret, and manipulate numeric or symbolic information; solve problems by selecting and applying appropriate quantitative methods such as arithmetic, quantitative reasoning, estimation, measurement, probability, statistics, algebra, geometry, and trigonometry.</p> <p><u>Organizing and planning</u>: Organize and structure work for effective performance and goal attainment; set and balance priorities; anticipate obstacles; formulate plans consistent with available human, financial, and physical resources; modify plans or adjust priorities given changing goals or conditions.</p> <p><u>Using social skills</u>: Interact with others in ways that are friendly, courteous, and tactful and that demonstrate respect for individual and cultural differences and for the attitudes and feelings of others.</p> <p><u>Adaptability</u>: Change one's own behavior or work methods to adjust to other people or to changing situations or work demands; be receptive to new information, ideas, or strategies to achieve goals.</p> <p><u>Working in teams</u>: Work cooperatively and collaboratively with others to achieve goals by sharing or integrating ideas, knowledge, skills, information, support, resources, responsibility, and recognition.</p> <p><u>Leading others</u>: Motivate, inspire, and influence others toward effective individual or teamwork performance, goal attainment, and personal learning and development by serving as a mentor, coach, and role model and by providing feedback and recognition or rewards.</p> <p><u>Building consensus</u>: Build consensus among individuals or groups by facilitating agreements that involve sharing or exchanging resources or resolving differences in such a way as to promote mutual goals and interests; by persuading others to change their point of view or behavior without losing their future support; and by resolving conflicts, confrontations, and disagreements while maintaining productive working relationships.</p> <p><u>Self and career development</u>: Identify own work and career interests, strengths, and limitations; pursue education, training, feedback, or other opportunities for learning and development; manage, direct, and monitor one's own learning and development.</p> <p><u>Listening</u>: Attend to, receive, and correctly interpret verbal communications and directions through cues such as the content and context of the message and the tone, gestures, and facial expressions of the speaker.</p> <p><u>Speaking</u>: Express ideas and facts orally in a clear and understandable manner that sustains listener attention and interest; tailor oral communication to the intended purpose and audience.</p> <p><u>Using information and communications technology</u>: Select, access, and use necessary information, data, and communications-related technologies, such as basic personal computer applications, telecommunications equipment, Internet, electronic calculators, voice mail, email, facsimile machines, and copying equipment to accomplish work activities.</p> <p><u>Gathering and analyzing information</u>: Obtain facts, information, or data relevant to a particular problem, question, or issue through observation of events or situations, discussion with others, research, or retrieval from written or electronic sources; organize, integrate, analyze, and evaluate information.</p> <p><u>Analyzing and solving problems</u>: Anticipate or identify problems and their causes; develop and analyze potential solutions or improvements using rational and logical processes or innovative and creative approaches when needed.</p> <p><u>Making decisions and judgments</u>: Make decisions that consider relevant facts and information, potential risks and benefits, and short- and long-term consequences or alternatives.</p>