

# DUTY STATEMENT

**PROPOSED**

ORGANIZATION (DIVISION/REGION/BOARD) Division of Administrative Services		UNIT HRB-Payroll and Benefits Unit	POSITION # 880-600-4801-013	DATE May 2023
NAME OF EMPLOYEE (IF APPLICABLE) VACANT				
CURRENT CLASSIFICATION Staff Services Manager II (Supervisory)			PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Lucia Neri				
CURRENT CLASSIFICATION OF SUPERVISOR Staff Services Manager III			REVIEWED AND APPROVED BY SIGNATURE	
SUPERVISION EXERCISED (IF APPLICABLE)				
1. DIRECTLY SUPERVISED			2. INDIRECTLY SUPERVISED	
NO. OF EMPLOYEES	CLASS TITLE	NO. OF EMPLOYEES	CLASS TITLE	
3	Staff Services Manger I	4	Associate Personnel Analysts	
1	Office Technician (Typing)	1	Assoc. Gov. Prog. Analysts	
		3	Staff Services Analysts	
		4	Personnel Specialists	
DESCRIPTION OF DUTIES: SUMMARIZE THE REGULARLY ASSIGNED DUTIES OF THE POSITION, EXPLAIN MOST IMPORTANT DUTIES FIRST. LIST THE PORTION OF TIME BY PERCENTAGE IN LEFTHAND COLUMN, EXTRA SHEETS MAY BE ATTACHED.				
% OF TIME	DUTIES			
	Under the direction of the Staff Services Manager III and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments.			
40%	This position is responsible for providing technical expertise to management and staff involved in complex personnel related issues. The position functions as a personnel expert and is involved in developing, revising and recommending personnel program policy and procedure. Specific responsibilities include:  Manages and directs the activities of the Personnel Transaction and Disability Unit to ensure the timely and accurate processing of employee pay, benefits and attendance. Oversee the activities of Workers Compensation, Family Medical Leave Act (FMLA), and Disability Benefits programs to ensure the timely and accurate processing of employee Entitlements. Oversees the Return to Work program consistent with State laws, rules and regulations. May be required to key complex personnel transactions into the State Controllers System (SCO).			
25%	Supervise subordinate supervisors in day-to-day activities; coordinate, assign, and prioritize work assignments; supervise staff in the maintenance of employee records; hire, train, develop staff; and evaluate staff performance. Serve as a member of the Human Resources management team; provide back-up to the Human Resources Branch Chief and provide guidance to management on a variety of personnel issues.			
20%	Direct special project activities and studies related to employee pay, benefits, and attendance including special requests for information from management and control			

	<p>agencies. Coordinate auditing of pay, benefits, and attendance records to ensure accuracy.</p>
10%	<p>Develop, distribute, implement, and monitor policies and procedures to ensure compliance with State law, rules, and guidelines, Memorandum of Understanding (MOUs), Personnel Management Liaison Memos (PMLs), Pay Letters, and Public Employees Retirement System (PERS) Circular Letters related to employee pay and benefits.</p>
5%	<p>Perform other duties as required.</p>
<p>Employee Signature: _____ Date Signed: _____</p>	