

DUTY STATEMENT

DFW 242A (REV. 07/18/22)

Department Statement:

California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE
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DFW DIVISION/BRANCH/REGION/OFFICE Human Resources/Personnel Management Branch	POSITION NUMBER (Agency-Unit-Class-Serial) 565-011-4800-027
UNIT NAME AND LOCATION Classification and Recruitment Unit, Sacramento	CLASS TITLE Staff Services Manager I (Supervisory)
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS
 Under the general direction of the Staff Services Manager II (SSM II), the incumbent manages the Classification and Recruitment (C&R) unit working in classification matters. The incumbent may personally perform the most complex and difficult assignments. The incumbent serves as a highly skilled human resources (HR) consultant to top level Department of Fish and Wildlife (DFW) management and to control agencies on a wide variety of complex issues regarding classification and pay issues, automation of manual personnel processes, career executive assignments, management and supervisory training, post and bid, hiring freeze policies, and exempt positions. Represent the Human Resources Office, Personnel Management Branch (PMB) in meetings with all levels of DFW management, supervisors, employees, and employee representatives. Duties include but are not limited to:

PERCENTAGE OF TIME PERFORMING DUTIES	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. (USE THE REVERSE SIDE IF NECESSARY.)
40%	<p>ESSENTIAL FUNCTIONS: Recruit, train, and onboard staff. Consistently and effectively mentor, coach, and guide staff in the development of their knowledge of DFW and resources utilized to perform their work. Set staff expectations, assign, and direct work, review work assignments and provide feedback to staff. Organize and monitor staff resources, develop implementation plans and adequately respond to workload fluctuations. This includes determining compliance with established policies and procedures, developing clear cut guidelines for position allocations, reviewing the work of classification analyst, and giving final DFW approval for all position related action requests. Prepare an annual classification project review to identify and prioritize the needs of DFW.</p> <p>Monitor, evaluate and complete employee performance appraisals timely. Promptly identify and address and or resolve employee performance issues. Identify staff training needs or training opportunities for improved performance and job satisfaction.</p> <p>Disseminate information to staff. Facilitate sharing meetings.</p>
20%	<p>Assess the Staff Services Manager II and the HR PMB Branch Manager in developing effective policies and procedures for processing personnel related actions in an effective and efficient manner throughout DFW, particularly when actions cross functional units. Integrate the needs of the regional offices in the personal processes to eliminate duplication and facilitate speedy processes.</p>
15%	<p>Assist the SSMII and the HR PMB Branch Manager by performing special projects, including personally conducting investigations of a complex and sensitive nature. Oversee the development of various department wide policies, procedures, etc. Conduct and review the more difficult and complex analytical studies and surveys; Develop work plans and ensure the completion of projects and assignments; And review and analyze proposed legislation to determine its impact or potential impact.</p>

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10%	Investigates, responds to, and represents DFW with state personnel board (SPB) regarding merit issue appeal responses assigns task to staff in gathering information and writing responses two SPB.
10%	Work with the SSMII, HR PMB Branch Manager, budget branch and executive office on position vacancy information for determining salary savings, departmental priority of position slash program, and tracking six-month vacancy date. Keep detailed records in excel on vacant position information. Run reports and provide statistical information to executive staff on vacant positions.
5%	<p><u>NON-ESSENTIAL FUNCTIONS:</u></p> <p>Perform administrative tasks, including tracking of time worked; Attend career development and training programs, seminars as appropriate to contribute to the achievement of HR PMB's goals and objectives.</p> <p>Special Personal Characteristics: Good communication skills, uses good judgment in decision-making, exercises creativity and flexibility in problem identification and resolution, manages time and resources effectively, and be responsive to DFW management and client needs. The incumbent must maintain a working and updated knowledge of personnel matters.</p> <p>WORKING CONDITIONS:</p> <p>The incumbent is a Work Week Group E employee and is expected to work an average of 40 hours per week each year, and may be required to work specified hours based on the business needs of the office. Involves sitting most of the time in an office setting; work in a high rise building. Incumbent is expected to travel occasionally (<5%), when necessary to attend hearings, provide consultation, attend job fairs, attend various HR forums, or participate in conducting interviews.</p>

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

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT. I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
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