

**DUTY STATEMENT**

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Employee Name:	Current Date: January 2024
Classification: Staff Services Manager I	Position #: 673-810-4800-955
Division/Office: Administrative Services Division	CBID: S01
Section: Transactions Section, Unit A	
Supervisor Name: La Trice Jones	Supervisor Classification: Staff Services Manager II

I certify that this duty statement accurately describes the essential functions of this position.	
Supervisor:	Date:

I have read this duty statement and agree that it represents my assigned duties.	
Employee:	Date:

**SPECIAL REQUIREMENTS OF POSITION (IF ANY):**

- Designated under the Conflict-of-Interest Code.
- Duties performed may require pre-employment physicals.
- Duties performed may require drug testing.
- Duties require participation in the DMV Pull Notice Program.
- Requires the utilization of a 32-pound self-contained breathing apparatus.
- Operates heavy motorized vehicles.
- Requires repetitive movement of heavy objects.
- Works at elevated heights or near fast-moving machinery or traffic.
- Performs other duties requiring high physical demand. (Explain below):
- Duties require the use of hearing protection and annual hearing examinations.

**SUPERVISION EXERCISED**

<input type="checkbox"/> None	<input type="checkbox"/> Lead Person
<input checked="" type="checkbox"/> Supervisor	<input type="checkbox"/> Team Leader

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FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position **DIRECTLY** supervises:

- 1 – Staff Services Analysts / Associate Personnel Analysts
- 4 - Personnel Specialists

Total number of positions in Section/Branch/Office for which this position is responsible: 5

FOR LEADPERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position **LEADS**:

MISSION OF SECTION: The Transactions Unit provides services and support for the California Air Resources Board (CARB) and the Office of the Secretary, California Environmental Protection Agency (CalEPA). Under delegation from the California Department of Human Services (CalHR) and the State Controller’s Office (SCO), the Transactions Unit is responsible for all transactions and position control-related matters. The unit processes all payroll, personnel updates, benefits, timecards, leave credits, and position control functions for CARB. The unit may also participate in special projects associated with other branches or units within the Human Resources Branch (HRB) or the Administrative Services Division (ASD) to improve processes and deliverables.

CONCEPT OF POSITION: Under the general direction of the Staff Services Manager II, Transactions Section, the incumbent will work independently and provide leadership and direction to professional, technical, and analytical staff performing and supporting the department’s payroll, personnel, position control, leave, and benefits efforts. Specific duties include, but are not limited to, the following:

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
35% E	Establishes priorities, monitors progress, and plans, organizes, and directs the work and activities of staff within the Transactions Unit. The incumbent will lead staff with all personnel, payroll, benefits, leave credit, and position control-related tasks. Guides and directs staff in handling complex, sensitive, confidential, and controversial employee issues and transactions; resolves the most complex issues and works to evaluate, reorganize, and streamline various processes and procedures to ensure accuracy, consistency, and the quality of work performed.
20% E	Serves as an expert in interpreting and applying laws, rules, policies, and procedures related to payroll, personnel, leave, and benefit transactions. Communicates risks, issues, and changes to staff at all levels and develops solutions or makes recommendations for improvement. Assists management in the evaluation and development of short and long

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	range plans, goals, and objectives; assess program effectiveness and propose plans to improve effectiveness within the Transactions Unit. Provides leadership in various audit projects and tasks, composes audit responses, and implements recommended process changes.
15% E	Coordinates developing and preparing correspondence, procedural and information memos, reports, and issue papers relating to various transaction subjects. Supervises staff in completing and implementing various transaction audits and special projects intended to improve the Transactions Unit. Leads efforts in identifying, developing, and evaluating comprehensive manuals, desk procedures, and training documents.
15% E	Applies appropriate hiring, placement, evaluation, training, and discipline practices. Evaluates/monitors staff's work, assesses training gaps/needs, and develops subordinate staff. Reviews and considers budgetary constraints when approving overtime, training, travel, and other miscellaneous expenditure requests
10% E	Represents the department at various meetings or on task forces and committees designed to address department and statewide transaction issues and changes. Works closely with various control agencies, including the State Controller's Office (SCO), California Department of Human Resources (CalHR), and California Public Employees' Retirement System (CalPERS), to gain a thorough knowledge and in-depth understanding
5% M	Performs other job-related duties as required.