

**DUTY STATEMENT**

DGS OHR 907 (Rev. 09/2022)

RPA NUMBER 25655	DGS OFFICE or CLIENT AGENCY Office of Human Resources (OHR)	
UNIT NAME Classification and Certification / Contracted HR	REPORTING LOCATION 707 3rd Street, 7th Floor West Sacramento, CA 95605	
SCHEDULE (DAYS / HOURS) Monday - Friday / 8:00 am - 5:00 pm	POSITION NUMBER 306-280-4800-002	CBID R01
CLASS TITLE Staff Services Manager I (Supervisor)	WORKING TITLE Human Resources Manager - Telework Option	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

**CORE VALUES / MISSION**  Rank and File  Supervisor  Specialist  Office of Administrative Hearings  Client Agency

The Department of General Services' (DGS) Core Values and Expectations of Supervisors and Managers are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS managers and supervisors are to adhere to the Core Values and Expectations of Supervisors and Managers, and to exhibit and promote behavior consistent with those values and expectations.

**POSITION CONCEPT**

Under the general direction of the Staff Services Manager (SSM) II, the Staff Services Manager (SSM) I in the Office of Human Resources (OHR), Classification and Certification (C&C) and Contracted Human Resources (CHR) units, serves as a first line supervisor for a small group of staff responsible for performing a variety of complex human resource related analytical duties for assigned DGS programs and client agencies. This position is also responsible for independently performing the most difficult or sensitive human resources related work in accordance with applicable laws, rules, regulations, and Department of Human Resources (CalHR), State Personnel Board (SPB), and DGS policies and procedures. This position will promote and be accountable for customer satisfaction, quality service, and will initiate and or make recommendations that promote innovative solutions to meet customer human resources related needs.

**SPECIAL REQUIREMENTS**  Conflict of Interest  Medical Evaluation  Background Evaluation  Background Evaluation FTB  Office Technician (Typing)

**Conflict of Interest**

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment.

**ESSENTIAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
35%	Provides continuous oversight, supervision, and guidance to subordinate staff responsible for processing various request for personnel actions to fill, reclassify, transfer, redirect, and/or establish positions for DGS programs and client agencies, by evaluating supporting documentation, and reviewing written analysis and recommendations, in order to ensure appropriate courses of action are taken, applicable research and analysis is conducted, and personnel requests are conducted in accordance with the State's Classification Plan and applicable laws, rules, regulations, and policies including CalHR's C&P Guide, HR Manual, and DGS' Personnel Operations Manual (POM).
20%	Serves as a personnel consultant and subject matter expert by researching and analyzing a variety of complex personnel related matters (e.g. hires above minimum (HAM), training and development (T&D) assignments, special pay requests, Red Circle Rates, out of class (OOC) grievances etc.), in order to provide recommendations and guidance to OHR management and executive-level management on recruitment restrictions and alternatives, to ensure legal and timely hiring practices in accordance with CalHR's C&P Guide, HR Manual, and DGS' POM.

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20%	Supervises, directs, develops, and reviews the work of subordinate staff by communicating unit goals and objectives, establishing performance expectations, inputting, reviewing and approving/denying timesheets, managing staff requests for time off, maintaining adequate staffing, providing direction and information on OHR processes, and developing timely performance evaluations and training plans, in order to provide opportunities for training, promote upward mobility, provide guidance on personnel performance issues, to ensure equal employment opportunities and a harassment and discrimination-free work environment, utilizing Project Accounting and Leave, applicable bargaining unit contract provisions, DGS' POM, DGS policies, procedures and guidelines, SPB and CalHR's laws, rules and regulations.
15%	Performs project management duties on projects related to human resources related matters by reviewing and developing project plans, organizing and facilitating cross-functional project team meetings, documenting project activities, and communicating project-related issues, scope changes, variances and contingencies, in order to complete project deliverables to ensure unit goals and objectives are met in adherence to departmental policies and procedure
5%	Conducts salary and classification studies and reviews studies completed by subordinate staff by analyzing a variety of highly sensitive personnel related matters, such as HAM, T&D assignments, special pay requests, OOC grievances, and resolving personnel issues, in order to provide guidance and recommendations to upper management for review, approval, and/or dissemination of the requested actions, to ensure adherence to the State's Classification Plan.

**MARGINAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
5%	May act on behalf of upper management as required by attending meetings, representing the office, making decisions, and signing documents as assigned and may back up staff in order to support continued business operations. And other duties as required in alignment with the Staff Services Manager I (Supervisor) Class Specification.

**WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**

This position is Hybrid and eligible for telework up to three days a week, in accordance with the Statewide Telework Policy, and will be required to report to the office as needed/required. The successful candidate must reside in California upon appointment.

- Regular use of standard office equipment, data and communications-related technologies such as personnel computer applications, telecommunications equipment, Internet, voice mail, etc.
- Professional office environment working in standard office configuration, executive offices and cubicles.
- May be required to transport documents/material with use of a handcart up to 25 lbs.
- Fast-paced work environment with competing priorities and tight deadlines.
- May require 3-7% occasional day and/or overnight travel throughout the state via car, air, and public transit as permitted under public health guidelines.

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Current

Proposed

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

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*I have discussed with my supervisor and understand the duties of the position and have received a copy of the duty statement.*

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

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*I have discussed the duties of the position with the employee and certify the duty statement is an accurate description of the essential functions of the position.*

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED