

DUTY STATEMENT

(07/14)

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Effective Date:

07/2025

1. OFFICE State Coastal Conservancy	POSITION NUMBER (Agency - Unit - Class - Serial) 536-100-4800-001
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, CA
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 536-100-4800-001

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 III), the SSM I is responsible for the supervision & management of the Conservancy's Human Resource Unit. This position is a working supervisor, you will have specific HR duties along with being the Labor Relations Officer and supervising, training, overseeing, and reviewing the work and performance of your 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	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>
50%	<p>In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public with equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.</p> <p><u>MANAGERIAL RESPONSIBILITIES</u></p> <ul style="list-style-type: none"> • Supervise, train, assist, and oversee the workload of Human Resources (HR) staff. • Set priorities and ensure all unit related work is completed timely adhering to all government rules, codes, and regulations. • Evaluate business processes 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. • Create/prepare/update training materials and assist with training and onboarding of staff. • Complete probationary and annual performance reviews for staff timely and recommend training 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. • Regularly assist, coordinate, and supply the admin staff and project staff and other units with various HR related information as necessary. • Prepare, review, and analyze reports, statements, accounts, and/or records and communicate findings to appropriate parties. • Serve as primary contact and liaison for HR related matters, Attorney General Office regarding pending actions, serve as liaison to State control agencies. • Attend and participate in various internal and external meetings. • Help to establish or modify department personnel policies based on business needs.

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

SUPERVISOR'S NAME (Print)	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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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>
<div data-bbox="183 487 235 514">45%</div> <div data-bbox="183 1243 243 1270">5%</div> <div data-bbox="177 1281 243 1306">100%</div>	<div data-bbox="360 262 928 298"><u>MANAGERIAL RESPONSIBILITIES (CONTINUED)</u></div> <div data-bbox="360 298 1489 405"> <ul style="list-style-type: none"> ● 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. </div> <div data-bbox="360 432 641 459"><u>ESSENTIAL FUNCTIONS</u></div> <div data-bbox="360 459 1526 1180"> <ul style="list-style-type: none"> ● Process justification packages for CalHR approval as required by current CalHR policies. ● Serve as the primary developer of the workforce development plan and analysis. ● Update and develop duty statements to ensure accuracy and compliance with the Americans with Disabilities Act, and functionality in responding to out-of-class claims, workers' compensation claims, return-to-work, Federal and Medical Leave Act / California Family Rights Act and reasonable accommodation requests. ● Determine how changes affect the Conservancy and recommend courses of action that balance employee needs and allow management to carry out the mission of the Conservancy. ● Provide expert consultation to the Conservancy management regarding organizational structure and effects upon the classifications involved, personnel issues, including sensitive matters with serious legal and financial consequences with consultation on all personnel matters and prepare necessary documentation needed. ● With the HR Analyst, pursue wide range of recruitment/hiring and coordination efforts for agency and with other State agencies, orient new employees to State service, and inform employees regarding benefits, retirement, and upward mobility/career issues. ● Serve as the Labor Relations Officer, administer employee programs and provisions agreed to in the bargaining unit contracts. ● Represent management priorities in employer-employee relations, working cooperatively with employee representatives to ensure balance between employee concerns and meeting operational needs. ● Provide consultation to management on grievances and employee concerns, abiding by contract provisions, and prepare grievance responses. ● Participate in arbitrations, work groups with CalHR Labor Relations staff, and any joint labor management meetings. ● Advise managerial and supervisory staff regarding the progressive discipline process, attend hearings, prepare documentations in the disciplinary process. ● Work with HR staff to ensure employees meet mandatory staff training requirements (such as: Sexual Harassment, Ethics Orientation, Privacy, and Supervisory/ Managerial trainings) and maintain records of completed trainings. </div> <div data-bbox="360 1218 581 1253"><u>MARGINAL DUTIES</u></div> <div data-bbox="360 1253 1526 1667"> <ul style="list-style-type: none"> ● Participate in professional development training, as well as tasks, training and activities that support programmatic and workplace diversity, equity, and inclusion. ● Oversee and assist with creating/updating changes/revisions for the HR Procedures Manuals, when needed. ● May serve as Lead for special projects related to HR. ● May serve as back up supervisor for other admin units when necessary. ● May be assigned other duties as necessary. ● Attend and participate in the Labor Relations, Ad-Hoc, Small Personnel Officer (SPO) monthly forum meetings and be a member of the Disability Advisory Committee (DAC). ● Should attend the Return to Work (RTW), Classification & Pay (C&P), Exam & Certification, Performance Management/Progressive Discipline (PM/PD); Transactions, Workforce and Succession Planning Civil Rights officer Council (CCEOC), Reasonable Accommodation Roundtable (RA), Recruiters Roundtable (SRRT), Trainer's and Workers' Comp (WC), GovOps and other meetings having relation to HR matters. ● Participates in the California State Payroll Systems (CSPS) project. ● Ensure and coordinate that HR staff interface the monthly leave balances from Tempo to the SCO system, as well as interface the SCO leave balance report into Tempo. </div>

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	<p>KNOWLEDGE AND ABILITIES:</p> <p>Knowledge of: All of the above, and principles and techniques of personnel management and supervision; planning, organizing, and directing the work of others; the 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: All of the above, and plan, organize, and direct the work of others; 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 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 display 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 an 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.</p> <p>WORKING CONDITION</p> <ul style="list-style-type: none"> ▪ Position: Headquarters (HQ) is in a high-rise building (Oakland, CA). ▪ Work on a computer for up to 8 hours per day, Monday through Friday. ▪ SCC has a telework policy for Headquarter (HQ) staff, with the intention of allowing HQ staff to telework set number of days and as allowable by the state. ▪ A computer for teleworking will be provided. ▪ Ability to lift 15 pounds, when necessary. ▪ Work is Indoor, although it may be necessary occasionally to go outdoors. ▪ May require an employee to work in stressful or time-pressuring situations. ▪ Always maintain professionalism in the workplace. ▪ Multitask, meet deadlines, and adjust to changing priorities in a cooperative manner. ▪ Travel by car or plane, with overnight stays, is necessary on occasion. <p><i>Some of the above requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.</i></p>

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	<p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</p> <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>

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	<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> <p><i>Some of the above requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.</i></p>