



Classification: Staff Services Manager II  
(Supervisory)  
Position Number: 880-600-4801-018

## DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

<b>RPA Number:</b>	<b>Classification Title:</b> Staff Services Manager II (Supervisory)	<b>Position Number:</b> 880-600-4801-018
<b>Incumbent Name:</b> VACANT	<b>Working Title:</b> Talent Acquisition & Human Resources Liaison Section Manager	<b>Effective Date:</b> November 2023
<b>Tenure:</b> Permanent	<b>Time Base:</b> Full-Time	<b>CBID:</b> S01
<b>Division/Office:</b> DAS/HRB		<b>Section/Unit:</b> Talent Acquisition & Liaison
<b>Supervisor's Name:</b>		<b>Supervisor's Classification:</b> SSM III

### Human Resources Use Only:

HR Analyst Approval:

Date:

### General Statement

Under the general direction of the Staff Service Manager III (SSM III), Human Resources Branch Chief, the Staff Services Manager II (SSM II) 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.

### Position Description

The SSM II is responsible for the managing and supervision of the Talent Acquisition and Liaison Units who are responsible for the Water Boards recruitment, hiring, employee development and retention program areas. The incumbent works in close partnership with other sections within the Human Resources Branch (HRB) in areas of mutual concern and to provide quality service to the programs.

### Essential Functions (Including percentage of time):



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35%	<b>Personnel Management:</b> Through subordinate managers provide indirect supervision to staff assigned to the units. Direct the day-to-day work of subordinate supervisors, assign and delegate work, organize and monitor resources and develop implementation plans to effectively respond to workload fluctuations; train and advise on complex and sensitive personnel issues. Review, audit and approve the unit's work to ensure accurate completion which is consistent with departmental policy, personnel laws, rules, and regulations and control agency requirements. Establish the units' goals, priorities and expectations and monitor progress; organize, delegate, track, and evaluate the work. Through subordinate managers hire and train employees, complete probation reports and performance evaluations; resolve employee conflicts and address complaints.
25%	Responsible for managing the Liaison Unit and is responsible for developing, revising, and implementing the unit procedures. Through subordinate supervisors, ensures the Liaison Unit facilitates the hiring process, conduct analysis and coordination of the personnel functions which include recruitment, selection, position documentation, and management consultation on applicable personnel rules and regulations, and compliance with the Economic Interest (Form 700) filers, Ethics Training responsibilities in accordance with the Water Boards, Conflict of Interest Code (COIC) and the Fair Political Practice Commission (FPPC).
25%	Responsible for managing the Talent Acquisition Unit by ensuring quality and accuracy of various multi-media advertising campaigns, recruitment initiatives, talent acquisition, conferences, and career fairs. Manage recruitment outreach, workforce and succession planning, internship management, employee engagement, mentorship, employee retention and upward mobility programs.
10%	Travel to various parts of the state with the teams for training and career fairs.

**Marginal Functions (Including percentage of time):**

5%	Perform other duties as required.
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**Typical Physical Conditions/Demands:**

The job requires extensive use of a personal computer and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for extended periods of time. At times, ability to lift and carry more 30 pounds, bend and reach above shoulders to retrieve files and/or documents. When attending career fairs standing/sitting for long periods of time.

**Typical Working Conditions:**

The incumbent works on the 18th floor of a high-rise office building in downtown Sacramento, in an enclosed confidential area, in a smoke-free environment. The work schedule is Monday through Friday. Travel will be required locally and within the state.



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**Supervisor Statement**

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Supervisor Name	Supervisor Signature	Date
Employee Name	Employee Signature	Date