

## YOUR EFFORTS WILL MAKE FISCAL A SUCCESS

### DUTY STATEMENT

<b>CLASSIFICATION TITLE</b>	<b>DIVISION NAME</b>
Staff Services Manager I	Administrative Services Division
<b>WORKING TITLE</b>	<b>OFFICE/SECTION/UNIT</b>
Personnel Officer	Human Resources Office, Payroll and Benefits Section
<b>EMPLOYEE NAME</b>	<b>POSITION NUMBER</b>
VACANT	333-650-4800-008

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

#### **GENERAL STATEMENT**

Under the general direction of the Chief of Human Resources (HR), the Staff Services Manager I is the first line supervisor responsible for all aspects of Human Resources (HR) activities associated with payroll, benefits, position control, and disability. The Staff Services Manager I will interpret laws, rules, policies and procedures, and will review and resolve the most complex HR issues to ensure all FISCAL employees are provided with outstanding HR services.

#### **SUPERVISION RECEIVED**

Reports directly to the Staff Services Manager III, Chief of Human Resources

#### **SUPERVISION EXERCISED**

Supervises up to five (5) professional staff.

## **ESSENTIAL FUNCTIONS**

The incumbent must be able to perform the essential functions with or without reasonable accommodation. Specific duties include, but are not limited to, the following:

<b><u>% OF TIME</u></b>	<b><u>ESSENTIAL FUNCTIONS</u></b>
<b>45%</b>	<ul style="list-style-type: none"><li>• Plans, organizes, directs, and evaluates the work of the Personnel Specialists to ensure the accurate and timely processing of all employee payroll and benefits.</li><li>• Review all transactions processed to determine laws, rules, and policies are complied with in regards to transaction, personnel, and payroll duties.</li><li>• Ensure that staff are providing quality customer service at all times to meet and serve the customer's needs.</li><li>• Serve as an expert resource on personnel policies and procedures regarding pay differentials, pay letters, personnel management memos and personnel and payroll manuals.</li><li>• Review and maintain expertise on all applicable laws, rules, and regulations as set forth by the various control agencies such as: State Controller's Office (SCO), California Department of Human Resources (CalHR), California Public Employees' Retirement System (CalPERS), etc., bargaining unit provision, and departmental policy and procedure to ensure FI\$Cal compliance and make recommendations as needed.</li><li>• Responsible for directing unit solutions and organizing the development of internal procedures as necessary. Assign and provide guidance on special projects to analyze, implement, and evaluate effectiveness of programs.</li></ul>
<b>25%</b>	<ul style="list-style-type: none"><li>• Oversee duties associated with case management of all leave of absence programs. Duties include knowledge of medical leave programs such as State Disability Insurance (SDI), Paid Family Leave (PFL), Pregnancy Disability Leave (PDL), Non-Industrial Disability Insurance (NDI), and Family Care Leave (FCL); as well as other leave types including but not limited to Unpaid Leave, Military Leave, and Catastrophic Leave in accordance with Federal and State laws and control agency policies.</li><li>• Ensure FI\$Cal policies and procedures regarding the various leave of absence options remain up-to-date with all state and federal laws, rules, and regulations.</li></ul>
<b>15%</b>	<ul style="list-style-type: none"><li>• Provide oversight of the audit and maintenance of the department's established position roster including tracking all budgeted, temporary/blanket, and limited funded positions.</li></ul>

	<ul style="list-style-type: none"> <li>• Ensure accurate completion of the STD. 607 documents to establish or change positions and assign position numbers; STD. 407 to establish, change or abolish Payroll Headers.</li> <li>• Review the Position Control Analyst's reconciliation of monthly SCO Position Control Report, Vacancy Report, Periodic Position Control Report and Master Organization Charts</li> <li>• Ensure timely partnership with FI\$Cal's Budget Officer on completing and reviewing the annual Schedule 8 Report.</li> </ul>
<b>10%</b>	<ul style="list-style-type: none"> <li>• Personally performs and/or oversees the most difficult and sensitive assignments; including, but not limited to; responses to appeals and complaints related to Merit System issues, Public Employees Retirement System issues, etc.</li> <li>• Oversee the training and development of transaction staff by assessing and identifying training needs and ensuring all training requirements are met.</li> <li>• Effectively evaluate, monitor, coach, mentor, develop and provide constructive feedback on employee performance.</li> <li>• Assign workload, set priorities, monitor work progress, and interprets civil services laws, rules, regulations, policies and procedures. Reviews and updates staff assignments as appropriate.</li> <li>• Prepare various types of reports; researches, gathers and compiles data for special projects when requested.</li> <li>• Monitors record keeping practices of locations where HR records are collected, maintained and disclosed to guarantee compliance with established practices.</li> <li>• Satisfactorily completes all training requirements identified by the training unit.</li> </ul>
<b><u>% OF TIME</u></b>	<b><u>MARGINAL FUNCTIONS</u></b>
<b>5%</b>	<ul style="list-style-type: none"> <li>• Perform other related duties as required to fulfill FI\$Cal's mission, goals and objectives. Additional duties may include, but are not limited to, assisting where needed within the team/unit, which may include special assignments.</li> </ul>

### **KNOWLEDGE AND ABILITIES**

*Knowledge of:* Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; the administration and department's goals and policies; governmental functions and organization at the State and local level; 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.

*Ability to:* Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex Staff Services program; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively contribute to the department's affirmative action objectives.

*Special Personal Requirements:* Demonstrated ability to act independently, open-mindedness, flexibility, and tact.

### **SPECIAL REQUIREMENTS**

The incumbent will use tact and interpersonal skills to develop constructive and cooperative, working relationships with others, e.g., stakeholders, customers, management, peers, etc., to facilitate communication to improve the work environment and increase productivity. **Fingerprinting and background check are required.**

### **WORKING CONDITIONS**

The incumbent may need to be on-site to carry out their duties. This position requires the ability to work under pressure to meet deadlines and may require excess hours to be worked. The incumbent should be available to travel as needed and is expected to perform functions and duties under the guidance of the Department of FISCal's core values. The incumbent provides back-up, as necessary, to ensure continuity of departmental activities.

This position requires prolonged sitting in an office-setting environment with the use of a telephone and personal computer. This position requires daily use of a fax, copier, telephone, computer and general office equipment, as needed. This position requires use of a hand-cart to transport documents and/or equipment up to 20 pounds (i.e., laptop computer, projector, reference manuals, solicitation documents, etc.). The incumbent must demonstrate a commitment to maintain a working environment free from discrimination and sexual harassment. The incumbent must maintain regular, consistent, predictable attendance, maintain good working habits and adhere to all policies and procedures.

**SIGNATURES**

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the assigned HR analyst.)

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Employee Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

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Hiring Manager Signature

Date

**HR Analyst: TMB**

**Date Revised: 8/7/2025**