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GOVERNOR

STATE OF CALIFORNIA

GOVERNOR'S OFFICE OF BUSINESS AND ECONOMIC DEVELOPMENT (GO-BIZ)

POSITION DUTY STATEMENT

<b>Classification</b> STAFF SERVICES MANAGER I (SUPERVISOR)	<b>Unit</b> 100	<b>Name</b>
<b>Working Title</b> Assistant Personnel Officer	<b>Position Number</b> 373-100-4800-901	<b>Effective Date</b>

**GENERAL STATEMENT:**

The Governor's Office of Business and Economic Development is composed of roughly 200 employees that support the State of California for job growth, economic development and business assistance efforts. Under the general supervision of the Human Resources Director, the Assistant Personnel Officer is responsible for assisting the oversight of Human Resources (HR) Support functions including, but not limited to: HR Administration, Policy Development, Training and Development, Position Control, Payroll, Leave, and Benefits.

The incumbent will support and assist the HR Director with high-level complex issues and sensitive missions related to the Department's HR Program. This role demands strong leadership, communication, and problem-solving skills to maintain the efficiency and effectiveness of the department's HR operations. Duties include but are not limited to the following:

**ESSENTIAL FUNCTIONS:**

30%	<b>Personnel Management</b> <ul style="list-style-type: none"><li>• Performs the full range of supervisory duties for the HR administrative support staff and provides direction and guidance regarding ongoing assignments and daily work activities to ensure quality of work and deadlines are met.</li><li>• Provide constructive and timely feedback, evaluate performance of staff by completing probationary reports/performance appraisals, and ensure performance expectations are met.</li><li>• Create an environment to foster staff development by conducting, arranging and approving training for staff to increase their knowledge base and develop their skills.</li><li>• Audits work to ensure it is in adherence to the Payroll Procedures Manual (PPM), Bargaining Unit Contracts, Personnel Action Manual (PAM), State Administrative Manual (SAM), the California Department of Human Resources (CalHR) Manual, and the California Code of Regulations.</li></ul>
30%	<b>Position Control and Transactions</b> <ul style="list-style-type: none"><li>• Manage the position control report for discrepancies in employee appointments, ensure that all established positions or position changes are entered and maintained in the database, and respond to position control inquiries.</li><li>• Ensure staff review and resolve discrepancies on SCO's monthly Periodic Position Control report, annually reconcile the Schedule 8 report.</li><li>• Ensure the department is in compliance with changes in established positions, SCO payroll header, position rosters, and appropriate use of position control mechanism.</li><li>• Work directly with the Budget Officer for monthly reconciliation and to address discrepancies</li><li>• Oversee and review the work of staff that handles appointments, separations, transactions, payroll, employee pay, timesheet audits, benefits, leave, MIRS and SCIF Report.</li><li>• Ensure personnel specialists process all documents, pay, and benefits in timely and accurately in accordance with Departmental and control agency</li></ul>

20%	<p>Human Resources Administrative Support</p> <ul style="list-style-type: none"> <li>• Oversee and review the work of staff that assist with the administrative functions for Classification and Hiring, which includes, but is not limited to, Request for Personnel Action checklist, ECOS job postings, LinkedIn advertisement, Talent Acquisition &amp; Outreach, applications redactions, Minimum Qualification checks, salary determinations, New Hire packets and Audit Recruitment Files</li> <li>• Oversee and review the work of staff that supports the operations of HR including HR Reports, Contracts, HR Invoices</li> <li>• Oversee and review the work of staff that manages Ergonomics, Health &amp; Safety, Workers Compensation, Return to Work, EAP and HealthierU Wellness Coordinator</li> <li>• Ensures that the department is in compliance with the required mandated training, telework agreements, Probation/Performance Appraisal Tracking, Limited-Term, T&amp;D Tracking, Student Assistant and Retired Annuitant Tracking and Retention Schedule</li> <li>• Ensures proper communication of HR updates on HR SharePoint Administrator, HR Insider Newsletter, HR Forums.</li> </ul>
15%	<p>Human Resources Efficiency</p> <ul style="list-style-type: none"> <li>• Reviews, develops, implements, and maintains personnel management and administrative policies and procedures, ensuring compliance with control agency mandates, applicable federal and state statutes and regulations.</li> <li>• Provides policy recommendations to and consults with management and legal counsel on sensitive and complex issues relating to adhering to and enforcing policies.</li> <li>• Provides recommendations to management on strategic plan development, and performance management-based processes and tracking tools.</li> <li>• Assists in identifying and developing processes to improve applications, information sharing, and sound decision-making.</li> <li>• Utilizes project management principles to efficiently and effectively employ team leadership to successfully complete assignments.</li> </ul>
5%	<ul style="list-style-type: none"> <li>• Other assignments, including high-level executive special projects as assigned by the HR Director.</li> </ul>
<b>MARGINAL FUNCTIONS:</b>	
%	

#### **SUPERVISION EXERCISED:**

This position supervises two Associate Governmental Program Analysts, one Associate Personnel Analyst, one Sr. Personnel Specialist (Retired Annuitant), and one Personnel Specialist.

#### **SUPERVISION RECEIVED**

This position will report directly to the Human Resources Director.

#### **PUBLIC AND INTERNAL CONTACTS**

During the course of work, the incumbent has regular contact with SCO, CalHR, SPB, other governmental agencies, private citizens and appointed and elected officials. These contacts require a high degree of sensitivity and an awareness of the functions and protocols, and interrelations of various government and private organizations.

#### **INITIATIVE AND INDEPENDENCE OF ACTION**

The position requires a high degree of creativity and initiative in identifying and finding solutions to non-routine problems and issues. It requires proper judgment and accurate assessment of the significance of sensitive situations and activities. It requires the accurate setting of priorities along with good time management to ensure completion of work activities within specific time frames.

**CONSEQUENCE OF ERROR**

Significant error, poor judgment, and lack of professionalism could result in the loss of economic growth and job creation in California and results in negative impacts to the operations and programs administered by the department.

**CERTIFICATION**

This position statement fairly represents the responsibilities and reporting relationship of the position. If any aspect of this statement is substantially changed, a new statement will be prepared and submitted to the Human Resources Office.

I have read and understand the duties listed above and can perform them either with or without reasonable accommodation. Reasonable accommodation needs should be discussed with your hiring supervisor. If you are unsure whether you require reasonable accommodation, please inform your supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.

**EMPLOYEE'S ACKNOWLEDGEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THIS 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 balance the workload.

		09/23/2025
<b>Employee Name</b> (Printed)	<b>Employee Signature</b>	<b>Date</b>

*Employee's Title Assistant Personnel Officer*

**SUPERVISOR'S ACKNOWLEDGEMENT: I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH AND HAVE PROVIDED A COPY OF THIS DUTY STATEMENT TO THE EMPLOYEE NAMED ABOVE.**

		09/23/2025
<b>Supervisor's Name</b> (Printed)	<b>Supervisor's Signature</b>	<b>Date</b>

*Supervisor's Title Human Resources Director*