



DUTY STATEMENT

DATE APPOINTED TO CLASS		DATE OF LAST POSITION REVIEW 05/06/22	
DIVISION Field Services		POSITION NUMBER (Agency - Unit - Class - Serial) 421-003-4802-001	
BUREAU/UNIT Human Resources		CLASS TITLE Staff Services Manager III	CBID M01
INCUMBENT		WORKING TITLE Bureau Chief	
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the Assistant Executive Director, Field Services Division, the Staff Service Manager III has full management and supervisory responsibility for the Human Resources (HR) unit, Equal Employment Opportunity (EEO) programs, Labor Relations programs, policy development and maintenance, Workforce Planning, and other complex and sensitive programs. The incumbent serves as the EEO Officer and Personnel Officer.			
% of time performing duties	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. (Use additional sheet if necessary)		
	ESSENTIAL FUNCTIONS		
35%	Plans, assigns, organizes, supervises and directs subordinate staff; monitors performance and productivity to provide quality services, achieve operational efficiency, and mitigate potential risks; directs activities to maintain compliance with Federal and State laws, policies, regulations, and rules; provides interpretation, instruction, and guidance to complete work as needed; uses a high degree of independence to resolve the most critical, sensitive, and complex issues; complete staff performance appraisals; mentor, guide, and provide opportunities for growth and advancement to staff.		
30%	Oversees the progressive discipline unit and the preparation and service of all adverse actions; prepares, reviews and responds to and/or assigns grievances and complaints; provides expert consultation on complex employee work performance and disciplinary issues; advises management regarding the interpretation and application of provisions of labor agreements, laws, rules, and policies and practices as they relate to employer-employee relationships; establishes and maintains liaison with CalHR, employee organizations, and other state departments on matters related to employer-employee relations under the Ralph C. Dills Act; advises managers and supervisors on the impact of the policies and procedures and develops and presents strategies for implementation; ensures labor union notifications are made timely.		
20%	Serves as the department's EEO Officer; monitors and oversees the EEO program; ensures full compliance with all state and federal statutory and regulatory requirements; acts as key advisor and resource to management regarding EEO and workforce diversity laws and rules; ensures prompt and effective investigations of discrimination complaints; ensures complaints are appropriately reported in the Discrimination Complaint Tracking System; oversees POST's Bilingual Services program; ensures language survey is conducted timely and data is reported timely; monitors the CalHR Language Survey and Implementation Plan online system; monitors the Upward Mobility Program for compliance and effectiveness; ensures annual UM goals are met; ensures compliance with Workforce Analysis reporting requirements; monitors the Limited Examination and Appointment Program to ensure its effectiveness; provides high level guidance and expertise to staff to ensure efforts are made		

	related to the hiring of persons with disabilities.
10%	Responsible for the development and implementation of strategic plans; develops and implements departmental and HR policies, guidelines and standards; evaluates and makes continuous improvements to programs; identifies gaps or problems and makes recommendations to Executive Office regarding policy formulation and changes and administration; reviews proposed legislation on various topics to determine impact.
5%	Participates as a member of the POST Management Team; attends meetings; acts as the liaison with CalHR, SPB, Department of General Services, CalPERS, Equal Employment Opportunity Commission, Department of Fair Employment and Housing, and Department of Finance for issues pertaining to human resources, workforce planning, labor relations, and EEO related issues.
	NON-ESSENTIAL FUNCTIONS
	N/A

WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED OF THE JOB (if applicable):
WORK ENVIRONMENT

Office setting – Requires prolonged sitting, standing, walking, use of the telephone, and use of a personal computer. Requires mobility to different areas of the work site. Hours of work should cover business hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, except state holidays. However, workload and special projects may require work and travel beyond the normal business hours. This position is located in West Sacramento, Ca. This position may be eligible for telework.

Off site setting – Required traveling (i.e., attend/facilitate meetings, conferences and/or training courses).

Incumbent must be able to use good judgment in managing their time and workload (i.e., meeting multiple and sometimes conflicting deadlines). The incumbent must at all times demonstrate professional behavior when interacting with POST staff, law enforcement agency executives and administrators, legislative members and their staff, law enforcement subject matter experts and presenters/trainers, community special interest groups, and members of the public.

Strong management and interpersonal skills are critical due to the highly political nature and sensitivity of the issues, the individuals involved, and the necessity for the consultant to manage the development of consensus solutions.

PHYSICAL ABILITIES

Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation. May require light carrying/lifting of office supplies such as paper, binders, manuals, etc.

Traveling may require medium to heavy lifting (i.e., laptop, luggage, etc.).

CONFLICT OF INTEREST (if applicable):

☒ Conflict of Interest Filing (Form 700) required ☐ Not applicable

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 employee is required to complete Form 700 within 30 days of appointment and once per year.

Failure to comply with the Conflict of Interest Code requirements may void this appointment.

To be reviewed and signed by the supervisor and employee:

SUPERVISOR'S STATEMENT: *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE*

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR*
- *I HAVE RECEIVED A COPY OF THE DUTY STATEMENT*
- *I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION*
- *I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE*

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE

HUMAN RESOURCES ANALYST'S NAME (Print)

HUMAN RESOURCES ANALYST'S SIGNATURE

DATE