



DUTY STATEMENT

☐ CURRENT

☒ PROPOSED

RPA Number: 25-007	Classification Title: Staff Services Manager I (Specialist)	Position Number: 835-172-4800-008
Incumbent Name:	Working Title: HR Investigation & Policy Specialist	Effective Date:
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month: N/A
Division/Office: AFITS/HRB	Section/Unit: Human Resources Branch	Reporting Location: Sacramento
Supervisor's Name: Desiree Scott	Supervisor's Classification: Staff Services Manager III	CBID: E48
Confidential Designation: ☐ YES ☒ NO	Designated Position for Conflict of Interest: ☐ YES ☒ NO	Position Telework Eligible: ☒ YES ☐ NO
Supervision Exercised: ☒ None ☐ Lead ☐ Managerial ☐ Supervisory		

Human Resources Use Only:

HR Analyst Approval:

Date:

General Statement:

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and adhere to department policies and procedures regarding attendance, leave, and conduct.

Position Description:

Under the general direction of the Personnel Officer in Human Resources, the HR Investigations and Policy Specialist serves as the departmental specialist responsible for various workplace investigations, including, workplace violence, merit issue complaints, and other complaints regarding issues reported to Human Resources (HR), AFITS or CalRecycle management and assists CalRecycle's Equal Employment Office on investigations when needed. The incumbent also develops policies and procedures. In person work is required as an essential function of this position.



Incumbent:

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Essential Functions (including percentage of time):

- 35% Independently develops investigation plans and strategies and conducts fair and impartial investigations. Gathers and analyzes facts including written evidence, observing and documenting physical evidence; interviews complainants, respondents, and witnesses both in person and remotely; prepares, compiles, and maintains complete records of each case investigated; make independent determination of investigation findings; prepares written responses to complainant(s) and respondent(s) and detailed investigative reports of findings. Apprises leadership of investigation progress, results, emerging issues, and recommends solutions and strategies. Collaborates with the Equal Employment Opportunity Office, Legal Office, Performance Management Unit, and Labor Relations. These duties will require the incumbent to be in office frequently and may require travel.
- 30% Investigate HR issues such as merit issue complaints, alternate range appeals, unlawful appointments, and other issues related to pay, classification, and hiring. Compose findings, reports, and memos and meet with all levels of management, as necessary, regarding the investigations. Maintain a current understanding of federal and state laws, regulations, and trends relating to Human Resources. Create and maintain files as needed. Lead and facilitate internal HR audits in anticipation of audits with control agencies. These duties will require the incumbent to be in office regularly and may require travel.
- 15% Serve as the subject matter expert on highly sensitive internal and external investigations. Consults with the Legal Office on legal and procedural matters. Meets required timeframes to conduct internal and external complaint investigations. Prepares responses to external agencies such as the Civil Rights Department, the Equal Employment Opportunity Commission, the State Personnel Board and/or the State Auditor's Office. Serves as an expert witness for the department in administrative hearings. These duties will require occasional in person presence and may require travel.
- 15% Collaborates with CalRecycle HR leadership in the development, review, and implementation of policies and procedures that improve administrative, operational or personnel processes. Participates in CalRecycle HR committees, projects, or teams. Provides in person training to the department on workplace violence which may require travel.

Marginal Functions (Including a percentage of the time):

- 5% Participate in workgroups and collaborate with other staff on other personnel projects to develop effective human resource management tools for the organization.

Typical Physical Conditions/Demands:

The job requires in office attendance, face to face interactions with others, unscheduled phone calls and meetings, extensive use of a personal computer, the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for extended periods. Ability to lift 15 pounds, bend, and reach above shoulders to retrieve files and/or documents.

Typical Working Conditions:

The incumbent works in a high-rise office building in an enclosed, non-windowed office cubicle in a



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CalRecycle 109A (Rev. 10/2024)

Department Of Resources Recycling And Recovery
AFITS/Human Resources Section

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smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work, may be necessary. Travel may be required locally and within the state.

Special Requirements of Position (Check all that apply):

- ☐ Duties performed may require pre-employment and/ or routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Performs other duties requiring high physical demand. (Explain below)
- ☐ Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
- ☒ Other (Explain below)

Explanation:

This position requires the incumbent to regularly work in office. Face to face interaction is required. Unplanned and unexpected phone calls and meetings frequently occur.



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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 with a copy of this duty statement.

Supervisor Name	Supervisor Signature	Date

Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

**A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Employee Name	Employee Signature	Date