



Classification: Manager II
 Position Number: 880-600-4802-005

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 25-600-xxx	Classification Title: Manager II	Position Number: 880-600-4802-005
Incumbent Name: Vacant	Working Title: Human Resources Branch Chief	Effective Date: TBD
Tenure: Permanent	Time Base: Full Time	CBID: M01
Division/Office: Division of Administrative Services		Section/Unit: Human Resources Branch
Supervisor's Name: John Russell		Supervisor's Classification: CEA

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement
Under the direction of a CEA, Deputy Director, Division of Administrative Services, 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 Staff Services Manager III (SSM III) is responsible for directing the activities of the Human Resources Branch and is responsible for formulating and implementing comprehensive policies and procedures related to Human Resources; advising the Water Boards' executives and managers on personnel rules, policies, and procedures; representing the Water Boards before representatives of the CalHR, State Personnel Board, State Controller's Office, Public Employees Retirement System, State Compensation Insurance Fund, employee union groups, and other entities outside of the State government system on matters pertaining to human resources management and issues of the Water Boards; and administering the classification and compensation plan, labor relations, payroll and benefits, and the delegated examination, recruitment, and selection processes for the Water Boards.



Essential Functions (Including percentage of time):

<p>40%</p>	<p>Plan, organize, facilitate, and evaluate the activities of the Human Resource Branch (HRB). Responsible for managing the policies and the direction of Payroll, Benefits, Return to Work, Classification and Pay, Exams, Labor Relations, Performance Management, Telework Program, Form 700, Talent Acquisition and Human Resources (HR) Liaisons.</p> <p>Serve as the program expert and provide direction over the various HRB programs and ensure compliance with policies and procedures originating from the State Controller's Office (SCO), California Department of Human Resources (CalHR), State Personnel Board (SPB), California Public Employees Retirement System (CalPERS), State Compensation Insurance Fund (SCIF), Public Employees Relations Board (PERB), California Unemployment Board of Appeal (CUBA) and other state and federal agencies as applicable.</p> <p>Develop, modify, and administer the various HRB programs policies, goals and procedures to comply with various personnel laws and rules, regulations and memorandum of understandings. Improve operational efficiencies and meet the changing needs of the Water Boards by recommending strategies to effectively resolve personnel issues.</p> <p>Formulate and recommend an appropriate course of action regarding the handling of sensitive and critical personnel management issues. Consult with State Water Board management as the top technical expert on the interpretation and application of the laws, rules, regulations and policies governing State civil service.</p>
<p>30%</p>	<p>Plan, organize, direct, and evaluate the work and performance of managers and staff. This includes following state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices.</p> <p>Recruit, hire, train, develop, and provide leadership to staff. Monitor, evaluate, and provide written performance appraisals. Identify appropriate plans and goals to address succession planning and knowledge transfer. Develop long-term succession plans by evaluating employees' training needs and encouraging career advancement.</p>
<p>15%</p>	<p>Manage and ensure compliance with the Career Executive Assignment (CEA), Exams (ECOS), Exceptional Allocations, and Unlawful Appointment delegation agreements.</p> <p>Handle all exempt appointments for the Water Boards, including Exempt Position Request (EPR) to the Governor's Office and the California Department of Human Resources.</p>
<p>10%</p>	<p>As a member of management, represent the Water Boards in meetings on sensitive and significant issues. Provide consultative services to the Water Boards executive team.</p> <p>Represent the Water Boards at various proceedings with the SPB, the CalHR Statutory appeals, SCIF, CUBA, and the PERB.</p>



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Marginal Functions (Including percentage of time):	
5%	Perform other duties as required.
Typical Physical Conditions/Demands:	
The job requires extensive use of a personal computer and the ability to sit/stand at desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents. Ability to stand/stand 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 windowed office in a smoke-free environment. The work schedule is Monday through Friday. Evening and weekend work may be necessary when the department is mission tasked. Travel may be required locally and within the state.	

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