

Current Proposed

Classification Title Staff Services Manager II (SSM II)	Division Benefits
Working Title	Office/Unit/Section Substance Abuse Program, State-Owned Housing Program and Special Projects Team
Position Number 363-560-4801-001	Effective Date
Name	Date Prepared January 2, 2019

CalHR Mission and Vision

The California Department of Human Resources (CalHR) is responsible for all issues related to employee salaries and benefits, job classifications, civil rights, training, exams, recruitment and retention. For most employees, many of these matters are determined through the collective bargaining process managed by CalHR.

Our Vision: To be the premier leader and trusted partner in innovative human resources management.

Our Mission: To provide exceptional human resources leadership and services with integrity, respect and accountability to state departments and all current and prospective employees.

General Statement

Under the general direction of the Personnel Program Manager II, the incumbent provides statewide policy and program expertise in support of the Substance Abuse Testing Program (SAP), the state Owned Housing Program (SOH), and the Special Projects Team.

Job Functions

[Essential (E) / Marginal (M) Functions]:

Duties include, but are not limited to, the following:

- 50% (E) Plans, organizes, directs, and monitors the daily activities of a team of analytical program staff. Provides support and guidance to ensure program policies are in compliance with laws and regulations. Trains, develops, and conducts on-going evaluation of staff.
 - 30% (E) Develops, modifies, and administers the SOH and SAP's objectives, policies, regulations, and procedures to accomplish the program's mission. Manages the activities of the staff, conducts and reviews analytical studies, reports, and projects. Oversees the ongoing communications with departments and business partners. Monitors changes to federal and state laws that impact programs and policies.
- Formulates statewide personnel procedures, policies, and program alternatives to ensure CalHR and departments are in compliance with federal and state laws. Reviews and modifies training for departmental coordinators and other stakeholders.

Makes recommendations regarding Labor Relations issues. Advises the PPM II and Division Chief on current state and federal regulations, policies, and industry practices. Reviews and assists analysts with proposed legislation and advises the Executive Office on its impact on the state and all departments.

15% (E) Directs and manages the Division's special projects to ensure program information is updated, as directed by the Division Chief and program managers. Prioritizes special project requests and assigns special projects to staff.

5% (M) Performs other duties as required consistent with division needs.

Supervision Received

The SSM II reports directly to and receives the majority of assignments from the Personnel Program Manager II; however, direction and assignments may also come from the Division Chief.

Supervision Exercised

(2) Associate Governmental Program Analysts

(1) Staff Services Analysts

Special Requirements/Desirable Qualifications

The duties of this position are performed indoors. The employee's workstation is located at 1515 "S" Street building and is equipped with standard or ergonomic office equipment, as appropriate. Travel may be required to attend meetings or training classes.

Must possess strong written and verbal communication skills. Must have excellent organizational and management skills. Must have the ability to work independently, and exhibit open-mindedness, flexibility, and tact.

Working Conditions

Ability to operate a computer keyboard and ability to move training materials and equipment, including boxes up to 25 pounds.

Attendance

Must maintain regular and acceptable attendance at such level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

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 Personnel analyst.)

**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.*

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Printed Name	Date

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

Supervisor Signature	Supervisor Printed Name	Date