

DUTY STATEMENT

EMPLOYEE NAME: Vacant CURRENT DATE: 10/9/19
CLASSIFICATION: Staff Services Manager I POSITION #: 673-810-4800-015
DIVISION/OFFICE: Administrative Services CBID: S01
Division/HRB
SECTION: Labor Relations, Exams, Selections & Training
SUPERVISOR'S NAME: Cynthia Noss
SUPERVISOR'S CLASS: Staff Services Manager II (Managerial)

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

Supervisor's Signature

Date

Employee's Signature

Date

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- Designated under Conflict of Interest Code.
- Duties performed may require annual physical.
- Duties performed may require drug testing.
- Duties require participation in the DMV Pull Notice Program.
- Requires the utilization of a 32-pound self-contained breathing apparatus.
- Operates heavy motorized vehicles.
- Requires repetitive movement of heavy objects.
- Works at elevated heights or near fast moving machinery or traffic.
- Performs other duties requiring high physical demand. (Explain below)

- Duties require use of hearing protection and annual hearing examinations.

SUPERVISION EXERCISED: (CHECK ONE):

- None
- Supervisor
- Lead Person
- Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises:

4 Associate Governmental Program Analysts

Total number of positions in Section/Branch/Office for which this position is responsible:

4

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS:

N/A

MISSION OF SECTION:

Responsible for representing management in all phases of collective bargaining; represent management in labor relations issues impacting the California Air Resources Board (CARB) and the Office of the Secretary, California Environmental Protection Agency (CalEPA) and participate in negotiations with employee unions; provide contract interpretation and labor relations expertise and advice to management. Provides exams and recruitment services for CARB and CalEPA, provide training and staff development opportunities for new and existing employees. Responsible for the special projects, that includes, but not limited to the development and implementation of workforce planning efforts.

CONCEPT OF POSITION:

Under the general direction of the Staff Services Manager II, The Staff Services Manager I (SSM I) supervises, plans, and directs activities of subordinate professional level and analytical staff to assess, plan, organize and implement the Departmental Training Plan. The SSM I assigns workload, sets priorities, monitors work progress, reviews staff assignments, assess performance and ensures development of staff with responsibility for a variety of administrative programs including training. Moderate travel is required.

This position requires working cooperatively with others, maintaining regular and consistent, predictable attendance and exercising good judgement.

% Of TIME RESPONSIBILITIES OF POSITION

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| 40% E | Plans, organizes, directs and evaluates the work of the unit. Assigns and delegates work, provides on the job training and mentoring, reviews and approves completed products and evaluates staff performance. Organizes and develops a diverse training program for CARB including both internal and external training opportunities. |
| 20% E | Develop and implement training policies, procedures and processes to enhance program effectiveness and improve efficiency; monitoring and reviewing contractor and in-house training program performance; refinement of business processes to ensure effectiveness of workforce training and development services; working with training staff and program management to ensure a collaborative approach to the assessment of training needs and successful implementation of annual training plans; directing establishment and monitoring use of all service agreements, interagency agreements and contracts for training services. Acts as a Subject Matter Expert for staff in the development and delivery of in-house training classes. |
| 20% E | Manages, through subordinate staff, the training program to ensure CARB and CalEPA are in compliance with laws, rules, and regulations governing State of California civil service training. Ensures successful delivery and management of CARB and CalEPA training program services including but not limited to, implementation, testing and internal training on the Learning |

Management System to effectively track employee training records, streamline registrations, initiate notice to ensure required training is completed timely.

15% E Consults with management on employee training matters and provides direction and recommendations based on needs.

5% M Supports other managers and work on special projects