

SHADED AREA FOR HUMAN RESOURCES ONLY

	DATE November 3, 2015	H.R. APPROVAL EV
PC # 1043	POSITION NUMBER (Agency - Unit - Class - Serial) 175-405-4801-001	
BUREAU SECTION Administration	CLASS TITLE Staff Services Manager II (Supervisor)	
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	INCUMBENT	
YOU ARE A VALUED MEMBER OF THE CALIFORNIA STATE LIBRARY'S (CSL) TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE CSL TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.		
BRIEFLY (1-4 SENTENCES) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the State Librarian, the Staff Services Manager II serves as the California State Library (CSL) Personnel Officer and is responsible for overseeing and managing Human Resources Services Office (HRSO), functions and activities. Incumbent is responsible for ensuring CSL's ongoing compliance with HR related laws, regulations and directives, including Equal Employment Opportunity, Labor Relations and, Health and Safety. Provides advisory support to CSL managers and supervisors on HR issues and ensures that management is prepared and represented in labor-related proceedings.		
% 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.	
40%	<p>ESSENTIAL FUNCTIONS:</p> <p><u>HRSO Operations:</u> Oversees all aspects of CSL human resources functional and support activities including, but not limited to: classification and pay, labor relations, recruitment and exams, position control, personnel and payroll transactions, employee benefits, health and safety; and staff development. Ensures that CSL complies with all laws, rules and regulations governing personnel administration and fulfills reporting requirements accurately and in a timely manner. Ensures adherence to and compliance with state and departmental programs and policies, such as those regarding Equal Employment Opportunity (EEO), discrimination, harassment, Workers Compensation/Return to Work, and professional conduct. Responsible for overseeing and/or personally handling sensitive, confidential and complex employee matters. Reviews and approves documents to/from HR control agencies to ensure accuracy and compliance. Oversees, supervises, and evaluates the work of HRSO staff; assesses, plans, and distributes workloads and develops staff skill levels via training opportunities and developmental assignments. Determines personnel and training needs. Approves/denies out-of-class requests, administrative time off and hardship salary advance requests. Oversees the administration of employee-related matters, such as recruitment, training, evaluation and discipline, and the review and recommendations of personnel actions for all departmental employees. Reviews expenditures for HR.</p>	
25%	<p><u>Consultation & Advisory:</u> Oversees and/or personally fulfills the HR advisory and representation requirements of CSL managers and supervisors. Provides advice for short- and long-range planning, staff development, position utilization, succession planning, and operational improvements. Provides guidance on recruitment options, employee discipline, leave of absence requests, medical cases, FMLA, SDI, the layoff process, and other sensitive personnel management issues. Advises CSL executive management and other key staff on options for aligning staffing with CSL priorities. Advises the State Librarian regarding the Department's CEA and Exempt programs, provide consultation to the Department's CEA/Exempt employees. Develops and produces a variety of one-time and recurring Executive Team reports. Ensures that CSL management is well prepared and represented in collective bargaining, appeals, formal and informal investigations, and other personnel-related proceedings.</p>	

Personal Contacts

The SSM II has occasional to frequent contact with control agency management and staff and human resources management and staff from other agencies to resolve sensitive employee matters; frequent contact with CSL management on a variety of often sensitive human resources issues; daily contact with Department and bureau staff which may be routine to sensitive.

Actions and Consequences

Failure to properly administer the state's classification plan or follow proper personnel management practices or procedures could result in the Department failing SCO, SPB and/or CalHR audits and in sanctions by the SCO, SPB, or CalHR, loss of delegated authority, problems with employee pay or benefits and ineffective, costly health and safety programs or unsafe work conditions.

Functional Requirements

No specific physical requirements are present: the incumbent may work up to 40 hours per week in an office setting, with artificial light and temperature control. However, longer work weeks may be necessary to accomplish the managerial responsibilities within the Human Resources Services Office. Daily access to and use of a personal computer and telephone (80+%) is essential. Sitting and standing requirements are consistent with office work. Computer work is not typically heavy or repetitive. Incumbent is expected to travel occasionally (<1%), when necessary to attend forums and meetings or to provide consultation or training, etc.

Other Information

This position often acts very independently and requires a high level of discretion, as very sensitive human resources, disciplinary, labor relations, and EEO matters are frequently the subjects for consultation, review and/or recommendation. Incumbent must: possess good communication skills, use good judgment in decision-making, exercise creativity and flexibility in problem identification and resolution, manage time and resources effectively, and be responsive to CSL management and client needs.

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

I CERTIFY THAT THIS JOB DESCRIPTION REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH AND HAVE PROVIDED A COPY OF THIS JOB DESCRIPTION TO THE EMPLOYEE NAMED ABOVE.

SUPERVISOR'S NAME (PRINT)	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE JOB DESCRIPTION AND I CERTIFY THAT I POSSESS ESSENTIAL PERSONAL QUALIFICATIONS INCLUDING INTEGRITY, INITIATIVE, DEPENDABILITY, GOOD JUDGMENT, AND ABILITY TO WORK COOPERATIVELY WITH OTHERS; AND A STATE OF HEALTH CONSISTENT WITH THE ABILITY TO PERFORM THE ASSIGNED DUTIES AS DESCRIBED ABOVE WITH OR WITHOUT REASONABLE ACCOMODATION. (IF YOU BELIEVE REASONABLE ACCOMMODATION IS NECESSARY, DISCUSS YOUR CONCERNS WITH YOUR SUPERVISOR. IF UNSURE OF A NEED FOR REASONABLE ACCOMMODATION, INFORM YOUR SUPERVISOR WHO WILL DISCUSS YOUR CONCERNS WITH THE HEALTH AND SAFETY OFFICER.)

EMPLOYEE'S NAME (PRINT)	EMPLOYEE'S SIGNATURE	DATE
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