

DUTY STATEMENT

GS 907T (REV. 03/05)

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY**INSTRUCTIONS:** Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.

RPA-

11039-OSP

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Office of State Publishing		POSITION NUMBER (Agency - Unit - Class - Serial) 307-162-4800-001	
UNIT NAME AND CITY LOCATED Administration Unit - Sacramento		CLASS TITLE Staff Services Manager I (Supervisory)	
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		SPECIFIC LOCATION ASSIGNED TO 344 North 7 th Street, Sacramento, CA 95811	
PROPOSED INCUMBENT (If known) Vacant		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 307-162-4800-001	
YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT 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 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the Administration Manager (SSM II), the Staff Services Manager I (SSM I) will oversee and be responsible for the day-to-day operations of all of OSP's administrative staff providing policy direction, expert guidance, and oversight of technical and analytical staff in the administration of OSP's human resource services and functions.			
% 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. <i>(Use additional sheet if necessary)</i>			
<p>This position is designated under the Conflict of Interest Code. The position is responsible for making, or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.</p> <p>The performance of the duties will be accomplished in accordance with the guidelines of the Department of General Services (DGS), Office of State Publishing's (OSP) Operations Manual, policies and procedures, California Department of Human, Office of Human Resources (OHR), Office of the State Controller (SCO), Bargaining Unit Agreements, OSP Strategic Plan and the following published directives with the State statutory, regulatory, policy and procedural requirements; State Administrative Manual, and all supervisory policies and procedures.</p> <p>ESSENTIAL FUNCTIONS</p> <p>In order to direct the day-to-day functions of the Office of State Publishing's (OSP) Human Resource (HR) Unit and oversee and ensure the accuracy and timely completion of all administrative activities according to established timelines the incumbent:</p> <ul style="list-style-type: none"> Makes recommendations to upper management toward the resolution of conflicts/personnel issues by following the steps of constructive intervention and implementing adverse actions by consulting with the Constructive Intervention Unit of the Office of Human Resources (OHR). Assists supervisors and managers in the development and review of essential functions duty statements by meeting with subject matter experts to develop task statements and compose tasks into the OHR's preferred format. 			
35%			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE			
SUPERVISOR'S NAME (Print)		SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT			
The statements contained in this duty statement 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 balance the workload.			
EMPLOYEE'S NAME (Print)		EMPLOYEE'S SIGNATURE	DATE

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25%	<p>ESSENTIAL FUNCTIONS (continued)</p> <ul style="list-style-type: none"> • Identifies examination needs by coordinating the collaboration between the OHR Selection Unit and OSP management and providing subject matter expertise in the areas of current and projected vacancies, recruitment issues, inadequate lists, list/appointment expiration dates, and promotional candidate groups. • Coordinates the Family Medical Leave Act, Return-To-Work, Industrial/Non-Industrial Disability, Catastrophic Leave, Leave of Absences, etc. by directing staff to research the appropriate laws, rules, and/or regulations and making recommendations to managers, supervisors, staff, and appropriate OHR staff. • Ensures pay and leave transactions involving monthly and semi-monthly pay cycles, overtime, etc. for various types of bargaining units, classifications, and tenures (i.e., Permanent Intermittent (PI), retired annuitant, etc.) are entered into PAL timely and accurately according to established pay cycles. • Reviews and makes recommendations to management on personnel related matters (i.e., AWOL, TLD, Worker's Comp, FMLA, etc.) to ensure the appropriate documentation is obtained and is submitted timely to OHR for final approval. • Interacts with executive staff and DGS staff to create Limited Duty and Reasonable Accommodation assignments. • Monitors industrial injury cases to ensure timely and cost beneficial resolution of claims. • Reviews and approves monthly State Compensation Insurance Fund (SCIF) invoices for submittal to the Office of Fiscal Services (OFS). • Ensures the development of management reports and special projects in response to budget, vacancy or layoff drills, requests for staffing reports, and other management requests using ABMS, State Controller's Office (SCO) listings, payroll browser reports, and other resource material as needed. • Researches and responds to questions from managers and supervisors regarding human resources related policy and procedure changes by reviewing and evaluating how the changes will impact OSP staff and implementing the changes as needed. • Ensures human resources related issues or discussion items for proposed procedure or policy changes are presented to the Personnel Advisory Communications Team (PACT). • Provides guidance on recruitment and selection alternatives to management by keeping informed on current guidelines and consulting with OSP managers and supervisors, and OHR as needed. • Ensures appropriate approvals on various HR related matters are obtained from OSP management and OHR. <p>In order to manage, organize, and oversee special projects and operational needs, the incumbent:</p> <ul style="list-style-type: none"> • Directs staff to develop management reports and special projects in response to vacancy or layoff drills, requests for staffing reports, and other management requests using ABMS, State Controller's Office (SCO) Schedule 8 reports, and other resource materials as needed. • Researches changes in law, policy, procedures, bargaining agreements, etc. in order to provide recommendations to management and staff as to the impact of any proposed personnel or operational changes. • Participates with the Executive Unit to develop a strategic plan by evaluating and identifying the needs and developing goals and objectives to meet those needs. • Oversees staff to ensure space management, the transfer of telephones, and equipment/furniture moves within the division are coordinated efficiently. • Prepares periodic reports for management on various business needs. • Oversees the OSP newsletter coordinator function to ensure that the DGS Style Guide, printing standards, and publishing deadlines are met. • Provides on-site supervision of contracted security guards to resolve day-to-day security issues related to a 24-hour industrial operation. • Ensures the 24-hour security and badge access systems are in-service at all times by making sure the equipment is operational and working with the vendor to resolve issues when they arise. • Monitors and ensures contracts are in place for the security and badge access system, onsite security guards, and various contracted training vendors. • Serves as custodian of records over OSP's DMV Government Employer Pull Notice (EPN) program to ensure the confidentiality of employee/driver information is maintained and only shared with applicable parties.

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20%	<p>In order to manage, organize, and oversee OSP training, career development, and upward mobility activities the incumbent:</p> <ul style="list-style-type: none"> • Directs staff in coordinating group and individual training activities for OSP staff, by guiding staff in scheduling and announcing classes, contacting vendors, and enrolling employees, arranging payments, providing enrollment confirmations and cancellations and maintaining training records. • Ensures the training coordinator monitors employee training to make sure all employees are enrolled and attend requested and all mandatory training (i.e., sexual harassment prevention, information security, etc.) classes by coordinating training for units and preparing monthly training expenditures reports. • Approves payments by reviewing invoices, training requests and contracts to ensure payments are reconciled and submitted per OFS guidelines. • Promotes departmental training for upward mobility and career development purposes by counseling employees and supervisors on appropriate classes and encouraging staff participation. • Ensures mandatory training requirements are met by assisting managers and supervisors in assessing and identifying training needs and coordinating schedules. • Oversees updating of employee training histories in ABMS by monitoring entry of data from class attendance lists and completed training request forms.
15%	<p>In order to effectively manage, coach, and direct subordinate staff in accordance with DGS constructive intervention process, Office of Legal Services (OLS) direction, Equal Employment Opportunity (EEO) and MOU provisions, and established personnel policies, rules, and regulations the incumbent:</p> <ul style="list-style-type: none"> • Identifies performance expectations utilizing the Essential Functions Duty Statement, probationary reports, and/or Individual Development Plans (IDP), and conveys expectations to the employee via written and verbal communication/direction. • Monitors performance through various production documents, supervisor's reports, personal observations, and by following-up with employee to ensure that performance expectations are being met. • Provides feedback to employees on performance noting exceptional performance as well as areas of needed improvement through regular discussions. • Sustains employee performance using the departmental constructive intervention and progressive discipline principles and processes. • Conducts hiring interviews after verifying eligibility with OHR staff. • Grants or denies subordinate staff requests for time off or requests to work overtime. • Ensures subordinate staff has sufficient leave credits available for the requested leave. Notifies the Attendance Clerk in writing to enter absent subordinate's time in PAL system, i.e., time charged to projects, leave usage, approved leave without pay (dock), Absence without Leave (AWOL), etc. • Approves or disapproves PAL entries for subordinate staff.
5%	<p>MARGINAL FUNCTIONS</p> <ul style="list-style-type: none"> • Oversees check disbursements to all OSP staff, including payroll, travel expense, and miscellaneous checks, by ensuring pick-up, sorting, special pulls, delivery, sign-out, copying, mailing, maintaining reference files, and researching and tracking as needed following OFS, OHR, and OBAS guidelines. • Performs the duties of the Administrative Manager in their absence. • Orders awards for employee retirements. <p>KNOWLEDGE AND ABILITIES</p> <p>Knowledge of: Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; the administration and department's goals and policies; governmental functions and organization at the State and local level; department's Equal Employment Opportunity objectives; and a manager's role in the Equal Employment Opportunity Program and processes available to meet equal employment opportunity objectives.</p> <p>Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas</p>

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	<p>and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex Staff Services program; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively contribute to the department's equal employment objectives.</p> <p>SPECIAL PERSONAL REQUIREMENTS</p> <ul style="list-style-type: none"> Demonstrated ability to act independently, open-mindedness, with flexibility and tact. <p>DESIRABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> Extensive knowledge of payroll transactions involving monthly and semi-monthly pay cycles for various types of bargaining units, classifications, and tenures (i.e., Permanent Intermittent (PI), retired annuitant, etc.) Extensive experience in working in a human resource related capacity writing duty statements, interpreting and applying personnel policies, addressing labor relations issues and worker's compensation, and other related activities. Experience working in a printing and/or production related operation. Proven ability to lead other in the direction of daily work. Proven ability to provide positive customer service, accurate and timely information, and problem solving in a fast-paced environment. Proven ability to interact effectively with management, co-workers, public, etc. <p>Special Personal Characteristics</p> <ul style="list-style-type: none"> Work extra hours as needed to meet critical work deadlines. <p>Interpersonal Skills</p> <ul style="list-style-type: none"> Exceptional communication skills both oral and written. Promote teamwork and be proficient as a team member with all OSP units. <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</p> <p>Work Expectations:</p> <ul style="list-style-type: none"> Accountable for providing quality service; and responsive in meeting the needs of the OSP. Set a good example by arriving to work on-time, and by being accountable for working a full 8-hour work day. Arrive to scheduled meetings on-time. Attend meetings fully prepared, including copies of handouts for distribution. Be an effective listener to employees; be responsive to the needs of the OSP sections. Supportive of others and promote their personal growth. Appropriate dress according to office environment. Maintain confidentiality of sensitive, personnel related work. <p>Physical Abilities:</p> <ul style="list-style-type: none"> Frequent use of a personal computer with basic applications, i.e. Word, Excel, Visio, e-mail, and telephone at a workstation. Work environment involves minimal exposure to unusual elements such as dust, fumes, noise, and unpleasant odors. <p>Mental Abilities:</p> <ul style="list-style-type: none"> Must maintain control over temper and attitude. Work well under pressure, requiring the ability to handle stress and deadlines. <p>Safety: Follow all OSP safety rules and procedures:</p> <ul style="list-style-type: none"> Support the actions of the OSP Health and Safety Coordinator and require accountability of OSP supervisors for health and safety in their respective work areas. Promote safe work practices by all employees. Promote a safe working environment for all employees.