STATE BOARD OF EQUALIZATION
DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION		WORKING TITLE	
Staff Services Manager I		**Staff Services Manager I**	
UNIT/DISTRICT/LOCATION		POSITION NUMBER	
Classification and Pay Section		**290-331-4800-007**	
SEERA DESIGNATION	BARGAINING UNIT	WORK WEEK GROUP	CERTIFICATES REQUIRED
Supervisory	**01**	**E**	**None**
FIGNER PRINTS REQUIRED		SUPERVISION EXERCISED	
☐ **Yes** ☒ **No**		**Yes**	

Job Requirements

Knowledge of:

- Principles, practices and trends of public and business administration
- State's personnel classification system
- Principles and practices of employee supervision, development and training
- CalHR and State Personnel Board, laws, rules, and regulations
- State Civil Service Merit System
- The Department of Administration, Human Resources Division and BOE's mission, goals and objectives
- The Board's Equal Employment Opportunity objectives and a manager's role in the processes available to meet these objectives
- Microsoft Windows Office applications

Ability to:

- Communicate effectively with all levels of staff and management
- Interview, select, train, develop, evaluate and direct subordinate staff
- Develop and evaluate alternatives
- Use tact and good judgment when dealing with others
- Analyze data and present ideas and information effectively
- Consult with and advise departmental management and employees on personnel classification issues
- Gain and maintain the confidence and cooperation of those contacted during the course of work
- Review and edit written reports
- Manage multiple and/or changing priorities in a heavy workload situation; follow through and ensure deadlines are met
- Follow instructions
- Evaluate situations accurately and take effective action
- Use various office equipment
- Keep your supervisor and management apprised in an effective and timely manner
- Work in a high-rise building

Desirable Qualifications

- Flexibility and willingness to adjust to changing assignments and priorities
- A demonstrated interest in assuming increasing responsibility
- Thoughtful, respectful, and attentive
- Promotes and builds effective professional working relationships

Statement of Position

Under the general direction of the Staff Services Manager (SSM) II, Human Resources Management Branch, the SSM I supervises the Classification and Pay (C&P) Section and is responsible for oversight and direction to staff charged with providing management advice and consultation regarding the states personnel classification and civil service merit system, as well as, BOE policies, procedures and guidelines.

PERCENTAGE OF TIME SPENT	DUTIES
	Essential Job Functions:
60%	Directly supervises a team of Associate Personnel and Staff Services Analysts responsible for the classification and pay activities including recruitment and selection; classification proposals, position allocation requests, transfer determinations, hiring-above-minimum determinations; out-of-class assignments/grievances, and training and development assignments. Plans, organizes, prioritizes, assigns, monitors, and reviews staff workload to assure timely and accurate completion which is consistent with departmental policy, personnel laws, rules and regulations. Recruits, hires, assesses training needs, provides on-the-job training, encourages career development, as necessary, and evaluates staff to ensure their success in performing their job duties and to develop and maintain an effective team.
20%	Reviews and interprets state, federal, and civil service laws, rules, regulations, policies and procedures; provides direct consultation to executive management and program managers on the most complex, sensitive and confidential personnel classification issues; performs the most complex and sensitive projects as assigned; prepares written correspondence and reports to various levels of management within the BOE; communicates with control agencies on various issues, including but not limited to, classification projects and studies.
10%	Prepare and present training to the BOE managers and supervisors in order to ensure they are informed of their responsibilities and obligations as it relates to the civil service merit system. Such as, recruiting, organizational structure, classification allocations, salary issues. May require travel to district offices.
5%	Provides consultative services to Executive Staff, program management and Board members and/or their staff; provides oral presentations to Executive Staff.
	Marginal Job Functions:
5%	Other job related duties as required.

SIGNATURES

Position Classification Approved:

PERSONNEL ANALYST/MANAGER	DATE

I have read this duty statement and fully understand that I must perform the Essential Job Functions of my position with or without reasonable accommodation.

EMPLOYEE'S SIGNATURE	DATE

I certify that the above accurately represents the duties of the position and that I have reviewed these duties with the above named employee.

SUPERVISOR'S SIGNATURE	DATE