

**STATE BOARD OF EQUALIZATION
DUTY STATEMENT**

Civil Service Classification Staff Services Manager II (Supervisory)		Working Title Manager, Examinations and Workforce Planning	
Unit/District/Location Human Resources Division		Position Number 290-331-4801-900	
Bargaining Unit 01	SEERA Designation Supervisory	Work Week Group 4C	Certificates Required None
Fingerprints Required <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Supervision Exercised Yes	

JOB REQUIREMENTS

Knowledge of:

- Principles, practices and trends of public and business administration
- Principles and practices of employee supervision, development and training
- Civil services, state and federal laws, rules and regulations
- The administration and department's goals and management philosophy
- Governmental functions and organization at the State and local level
- The Board's Equal Employment Opportunity objectives and a manager's role in the processes available to meet these objectives
- Use of personal computers

Ability to:

- Reason logically, creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems
- Interview, select, train, develop, evaluate and direct subordinate staff
- Develop and evaluate alternatives
- Analyze data and present ideas and information effectively both orally and in writing
- Consult with and advise departmental management in 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
- Communicate effectively both orally and in writing
- Maintain confidentiality of information and records
- Manage multiple and/or changing priorities in a heavy work load situation, follow through, and ensure deadlines are met
- Use good judgment, and interact professionally with all levels of management, staff and the public
- Follow oral and written instructions
- Evaluate situations accurately and take effective action
- Willingness to work occasional overtime
- Use a typewriter, personal computer, photocopy machine, fax machine and other office equipment
- Provide guidance and on-the-job training to professional and clerical support staff
- Work in a high rise building

DESIRABLE QUALIFICATIONS

- A demonstrated interest in assuming increasing responsibility
- Flexibility and willingness to adjust to changing assignments and priorities

Statement of Position

Under the general direction of the Assistant Chief, Human Resources Division (Staff Services Manager III), the Staff Services Manager (SSM) II (Supervisory) is responsible for administering the Workforce Planning, and Examinations and Recruitment programs for the Board of Equalization (BOE). In addition, is responsible for developing department-wide personnel policy and special projects and providing direct technical consultation to management on a wide variety of personnel issues including workforce planning, and examinations and recruitment. The SSM II must exercise a high degree of initiative and independence. The incumbent interacts with all levels of staff to meet workload needs and/or coordinates overlapping projects that involve all levels of staff and management. Candidates must be able to perform the following essential functions with or without reasonable accommodation.

Percentage of Time Spent	Duties
	<u>Essential Job Functions</u>
35%	Plans, organizes, prioritizes, assigns, monitors, and reviews staff workload of the Workforce Planning, and Examinations and Recruitment Section to assure timely and accurate completion consistent with departmental policy and personnel laws and rules; recruits, hires, assesses training needs, provides on-the-job training, encourages career development as necessary and evaluates staff in the Workforce Planning, and Examinations and Recruitment Sections to develop an effective team.
20%	Oversees the review and evaluation of examinations and recruitment matters; represents the BOE on personnel matters in negotiations with the State Personnel Board (SPB), and the California Department of Human Resources (CalHR); serves as the technical expert to BOE management on the state's examination and recruitment process, and workforce planning.
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 issues, particularly those involving examination and recruitment issues; personally performs the most complex and sensitive projects as assigned; prepares written correspondence and reports.
20%	Participates in a variety of meetings with staff and various levels of BOE management to discuss and resolve a wide variety of personnel issues; provides formal presentations to BOE management as requested; attends training classes; prepares and provides recommendations to executive management; acts for the Assistant Chief, Human Resources Division in his/her absence.
	<u>Marginal Job Function</u>
5%	Serves as a chairperson on qualifications appraisal interview panels; completes necessary administrative responsibilities including, but not limited to, the development of operational program plans, monthly and quarterly reports; and approves purchase orders, and modular furniture work orders.

I have read this duty statement and fully understand my assigned duties.

EMPLOYEE'S SIGNATURE	DATE
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I have reviewed these duties with the above named employee.

SUPERVISOR'S SIGNATURE	DATE
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