

STATE BOARD OF EQUALIZATION DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION Staff Services Manager I (Supervisor)		WORKING TITLE Staff Services Manager I	
UNIT/DISTRICT/LOCATION		POSITION NUMBER	
SEERA DESIGNATION S	BARGAINING UNIT 01	WORK WEEK GROUP E	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.
- Civil service, state and federal laws, rules and regulations.
- Departmental administrative policies and procedures.
- Principles of effective supervision and leadership.
- The Board of Equalization's (BOE's) Equal Employment Opportunity (EEO) program objectives and a supervisor's role in the program.
- Federal Labor Code regarding workers' compensation laws/rules.
- Personal computers and the Internet.

Ability to:

- Apply laws, rules, regulations, and bargaining contract provisions.
- Independently use reference material to analyze, interpret and apply laws, rules, standards and procedures, and draw logical conclusions.
- Plan, organize, direct, and evaluate the work of subordinate staff.
- Provide guidance and on-the-job training to professional and technical staff.
- Develop subordinate staff and assess training and developmental needs.
- Manage multiple and/or changing priorities in a heavy workload situation; follow through and ensure deadlines are met.
- Analyze research and solve complex and difficult technical medical problems encompassing workers' compensation cases.
- Appraise qualifications of applicants and interview effectively.
- Establish and maintain the confidence and cooperation of others during the course of work.
- Analyze data, draw sound conclusions, and present ideas and information effectively both orally and in writing.
- Communicate effectively both orally and in writing and interact professionally with all levels of management, staff and the public.
- Use tact and good judgment in dealing with others.
- Analyze work processes, evaluate suggestions, and develop and implement courses of action.
- Effectively deal with sensitive and difficult situations.
- Ability to work under pressure, meets stringent deadlines, and adjusts to changing priorities.
- Ability to work independently and maintain confidentiality of information and records.
- Assume and demonstrate independent responsibility for decisions and actions having broad implications on various aspects of personnel management.
- Support the BOE's EEO program.

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 Chief, Human Resources Management Branch, Staff Services Manager II, the incumbent is a working level supervisor and is responsible for day-to day operations of the Health & Safety Section. The incumbent will provide supervision and training to staff that are responsible for activities that support the Board of Equalization’s (BOE’s) Health and Safety, Ergonomics, Wellness, Workers’ Compensation, return-to-work and the Employee Assistance Program.

PERCENTAGE OF TIME SPENT **DUTIES**

Essential Job Functions:

- 70% Responsible for planning, organizing and directing the work of staff. Evaluate current processes/procedures, recommends improvements, and implement changes as necessary. Supervise a team responsible for the workers’ compensation, and health and safety activities and projects for the Health & Safety Section by identifying goals, setting objectives and priorities, and reviewing staff work. Provide guidance and on-the-job training and input for work performance evaluations of professional and technical staff within the Health & Safety Section. Work closely with State Compensation Insurance Fund (State Fund) and other state agencies to address workers’ compensation case management and settlement issues. Analyze and interpret various labor code laws and regulations and procedures including consulting with managers, supervisors and BOE/State Fund legal staff in an effort to bring closure to various medical-related cases. Review for approval all workers' compensation settlement proposals, and has settlement authority to approve up to \$25,000. Perform the most sensitive and/or difficult projects that have a major impact on BOE’s workers’ compensation costs; and provide consultative services to all levels of management relating to medical issues and health and safety issues.

- 20% Facilitate quarterly meetings with State Fund to ensure workers’ compensation cases are handled timely and accurately. Act as a liaison with control agencies staff; apply and interpret Government Code provisions, collective bargaining agreements, directives/information received from various control agencies (i.e., State Personnel Board, Department of Personnel Administration, State Controller’s Office, and the Public Employees’ Retirement System), laws, rules, regulations, and policy memoranda, BOE policies and procedures, and bargaining unit contracts. Attend weekly managers’ meetings, and conduct bi-weekly staff meetings with the Health & Safety Section staff to keep staff apprised of any issues and address any concerns.

Marginal Job Functions:

- 10% Prepare a variety of correspondence to departmental staff. Prepare statistical and analytical reports for BOE management, control agencies and staff, perform special projects, attend training classes and perform other job-related duties as necessary.

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

EMPLOYEE’S SIGNATURE

DATE

I have reviewed these duties with the above named employee.

SUPERVISOR’S SIGNATURE

DATE