

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
POSITION DUTY STATEMENT**

CLASSIFICATION TITLE Staff Services Manager II	DIVISION/OFFICE/BRANCH Division of Human Resources, CEA/Exempt, Managerial Selection Program and DHR Resource Management Branch	
WORKING TITLE Office Chief	POSITION NUMBER 702-008-4801-XXX	EFFECTIVE DATE 04/2014

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work regularly and on time; working cooperatively with team members and others; and treating others fairly, honestly and with respect. You take the necessary precautions to safeguard the confidentiality of records containing personal information to which you have access. Your efforts are important to each member of the team, as well as those we serve.

Under general direction of the Chief, Division of Human Resources (DHR), the Staff Services Manager II (SSM II) serves as the statewide expert for the Executive Program that includes the CEA/Exempt, Managerial Selection Program and DHR Resource Management Branch. Provides advice and expert consultation in the interpretation and application of policies and procedures which governs the CEA/Exempt programs, Legislative Review, and Executive Performance Measurement. The SSM II is also responsible for oversight and management of the DHR Resource Management Branch (RMB) and the Managerial Selection Process (MSP) programs. Supervises a team of staff to ensure excellent customer service to Caltrans executive management, California State Transportation Agency (CalSTA), High Speed Rail Program (HSPR) and managers/supervisors on a variety of sensitive program areas.

TYPICAL DUTIES

Percentage / Essential (e) / Marginal (m)

- 45 % (e) Provides oversight and direction to the Resource Management Branch (RMB). Ensures that DHR’s resource management functions, contract services, policy development, budget, Personal Services, Operating Expenses, Personnel Year (PY) resources, facilities management and procurement activities are conducted in the most efficient and effective manner. Provides oversight and direction for the Zero Based Budgeting (ZBB) program review for DHR. Acts as the liaison between the Division of Budgets, Resource Planning and Policy, District Offices, DOF and LAO. Represents the Division Chief at meetings and coordinates site visits, dissemination of critical documents, and the tracking of correspondences. Provides insight and critical analysis to the Division Chief on a wide range of issues that pertain to the ZBB program review.

- 30% (e) Plans, organizes and directs the CEA and Exempt Program for Caltrans; provides direction to staff in all areas of administering the Department’s CEA program; including but not limited to classification and pay, recruitment, exam planning, and development of and testing and evaluation criteria. Identifies goals and objectives, processes and procedures, which ensure Caltrans adheres to legal requirements pertaining to CEA/Exempt appointments. Initiates high-level communications with CalHR, SPB, CalSTA, Secretary and Governor’s Office on CEA/Exempt issues, such as executive allocations, including appointments, salary, pay and benefit considerations.

Directs the investigation and preparation of responses to all Executive program exam appeals, and for high-level or sensitive complaints; independently provides guidance and direction to staff in

resolution of issues related to reinstatement rights, as well as classification and pay and the preparation of appointment and termination packages for the Secretary and Governor's Offices.

15% (e) Plans, organizes and directs Caltrans MSP function. Provides guidance and consultation for all MSP exams and personally directs the most sensitive, complex, and/or confidential MSP Exams. Identifies goals and objectives, processes and procedures, which ensure the Department adheres to legal requirements pertaining to managerial appointments.

10% (e) Responsible for making recommendations to executives based on incumbent's expertise and knowledge of program information, data and situations, to solve a variety of personnel management problems. This will include consideration of operation and program problems, missions and goals, recruitment issues, position's classification, adequacy of the classification plan, position allocation guidelines, compensation plan, and California State civil service laws and regulations.

SUPERVISION EXERCISED

Directly supervises two Staff Services Manager I's; and provides overall management in the CEA/Exempt, MSP and RMB programs.

KNOWLEDGE AND ABILITIES

Demonstrated knowledge of the principles, practices and trends of leadership, public and business administration and human resources, employee development and training. Knowledge of Exam laws, rules, and policies and knowledge of Caltrans policies and procedures on budgeting, position control, and fiscal management.

Ability to convey ideas and present information clearly and logically, both orally and in writing. Demonstrated capacity for assuming the most difficult management and administrative responsibilities.

Ability to supervise and direct in order to develop subordinate staff's ability to apply laws, rules, policies and procedures to achieve departmental objectives. Ability to plan, direct, monitor, and evaluate subordinate staff and promote principles of Equal Employment Opportunity.

Must have thorough knowledge of all laws, rules, policies, and practices related to CEA/Exempt and pay issues in State Government and ability to interpret and apply them. Must be familiar with the Department of Transportation's mission and goals and be able to apply the Division of Human Resources' strategic objectives needed to accomplish them.

Ability to analyze information, data and situations and present recommendation to solve a variety of personnel management problems. Including consideration of operation and program problems, missions and goals, recruitment issues, positions classification, adequacy of the classification plan, position allocation guidelines, compensation plan, labor relations and California State civil service laws, regulations.

Ability to model a positive attitude and a commitment to conduct business in a professional manner in dealing with the public and department clients and provide quality customer service to all customers.

Must be able to deal tactfully, professionally, and confidentially with all internal and external customers, control agency staff and bargaining unit representatives.

RESPONSIBILITY FOR DECISIONS (CONSEQUENCE OF ERROR)

The manager is responsible for making determinations of all CEA and Exempt appointments that are delegated to the Department. The manager will ensure staff is skilled in consulting with management on their need for managerial examination because of growing or declining programs. The manager will provide guidance to subordinate staff in researching existing policy and rules prior to developing a draft proposal.

The manager is responsible for complying with the Information Practices Act (IPA) by protecting departmental employees' confidential information, including, but not limited to, social security numbers, medical or employment history, education, financial transactions, or similar information. Failure to protect departmental employee's confidential information may damage DHR's reputation as a confidential organization, may result in employee grievances or lawsuits, and, pursuant to California Civil Code section 1798.55, could result in disciplinary action, including termination of employment.

The manager is responsible for the administration of the CEA and MSP Examination program. The inability or failure to perform these responsibilities effectively, and errors in judgment could result in failure to meet the Department's human resources needs and directly impact the Department's objective to develop and implement policies regarding the examination process.

Incumbent is responsible for the most sensitive decisions relating to position allocation, development of classification specifications, appointments and related activities. Errors in judgment could result in illegal appointments, misallocated positions, grievances and civil lawsuits. Poor decisions and recommendations could result in loss of management's confidence in the personnel management process, impacted relations with labor unions, and possible financial liability to the State.

PUBLIC AND INTERNAL CONTACTS

Independently confers with all levels of management and staff in the Department and with employee representatives, e.g. union representatives, personal attorneys, etc. in their daily activities. They also consult with staff of control agencies for guidance. Independently and regularly confers with CalHR, SPB, Governor's Office, CalSTA, Legislative Analyst's Office, Finance, and Executive Management/Director.

WORK ENVIRONMENT

While at their base of operation, employee will work in a climate-controlled office under artificial lighting. Employee may also have to occasionally travel to offices and field locations throughout California.

PHYSICAL REQUIREMENTS

Employee may be required to sit for long periods of time using a keyboard and video display terminal or traveling in a vehicle to other locations; will be involved with sustained mental activity needed for analysis, reasoning and problem solving; must be able to develop and maintain cooperative working relationships, recognize emotionally charged issues, problems or difficult situations and respond appropriately, tactfully, and professionally; and must be able to work independently.

I have read and understand the duties listed above and can perform them with / without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

Employee Name (please print)

Employee signature Date

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Supervisor Name (please print)

Supervisor signature Date