



Classification: Staff Services Manager III (SSM III)	Position No. 535-208-4802-001
CBID: M01	Office: Human Resources and Support Services Branch
Date Prepared: August 9, 2017	Division: Admin & Financial Management Services
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

Under general direction of the Deputy Director, Administrative & Financial Management Services Division, the Chief of Human Resources and Support Services Branch develops, directs, and empowers branch staff to ensure they are customer-focused innovators and problem solvers providing a high level of customer service and technical expertise in the delivery of Human Resources and Support Services Branch services. The incumbent provides program management and technical direction over payroll/benefits administration, classification and pay, examinations, recruitment and selection, discipline, health and safety, labor relations, Equal Employment Opportunity, Worker’s Compensation, position control, reasonable accommodation, employee assistance, return-to-work, Family Medical Leave Act, disability benefits, student employment, wellness, work and family programs, business services, building security, and library programs within the Energy Commission. The SSM III plans, coordinates, directs and evaluates, through subordinate supervisory staff, the Human Resources and Support Services Branch needs of the Commission and ensures the branch is strategically aligned with the mission of the Commission and executive management.

WORKING CONDITIONS

The work is performed in an indoor office and/or conference room setting involving sitting, walking, and/or standing. Occasional travel and additional hours beyond an eight-hour workday may be required.

DUTIES AND RESPONSIBILITIES

While performing the duties described below, the incumbent is required to communicate effectively, evaluate and prioritize workload, use a personal computer with appropriate Commission software, and work, and/or act as a lead, in team meetings with other staff and other agencies.

- 25% Recruits, develops, empowers and supervises staff to ensure branch staff are customer-focused innovators and problem solvers delivering a high level of customer service and technical expertise in the conduct of programs. Plans, organizes, and directs office work activities and projects by identifying goals, setting objectives, and priorities; delegating responsibilities; reviewing staff work, and monitoring activities for quality control, compliance with civil service law, rules, policies, procedures, and timeliness of products and results; applies the appropriate hiring, placement, evaluation, training and discipline practices in the supervision of his/her staff. (E)

- 25% Develops and implements policies and practices, through subordinate supervisory staff, for the administration of civil service examinations, procurement, telecommunications, reproduction, publications, and mail services. Ensures the Commission meets all state laws



and regulations pertaining to reporting and procurement and oversees the Commission's interactions with vendors to ensure conflict of interest requirements are met. (E)

- 20% Develops and implements, through subordinate supervisory staff, employment related policies and practices. Provides consultation and alternatives/options to Commission management and supervisors on sensitive and complex personnel management and workplace issues including, but not limited to, workforce/succession planning, disciplinary actions, performance appraisals, probationary reports, grievances, Equal Employment Opportunity (EEO) and other legal matters to ensure compliance with Federal and State laws. Serves as subject-matter expert for the development, establishment and implementation of all Human Resources and Support Services Branch programs. (E)
- 15% Regularly meets with the deputy director and other executive management to present, advise and lead discussions on Human Resources and Support Services Branch matters. Oversees the written and verbal consultative services to Commission management and supervisors regarding the most sensitive and complex policies and issues that pertain to the Human Resources and Support Services Branch. Serves as a liaison with control agencies in the implementation of the above programs; represents the Commission at control agency hearings or other forums. (E)
- 10% Administers or conducts special projects or reports as required by management including development of methodologies of executive compensation, position control, and other related administrative needs. (E)
- 5% Performs other duties as required consistent with the specifications of the classification. (M)

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
<p>_____</p> <p>(NAME) Date</p> <p>Staff Services Manager III Human Resources and Support Services Branch</p>	<p>_____</p> <p>ROB COOK Date</p> <p>Deputy Director, Administrative & Financial Management Services Division</p>