

**DUTY STATEMENT**

CEC-004 (Revised 04/07)

CALIFORNIA ENERGY COMMISSION

<b>Classification:</b> Staff Services Manager I (Supervisory)	<b>Position No.</b> 208-4800-
<b>CBID:</b> S01	<b>Office:</b> Payroll & Benefits
<b>Date Prepared:</b>  January 2018	<b>Division:</b> Administrative and Financial Management Services Division
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

**POSITION DESCRIPTION:**

Under general direction of the Staff Services Manager III, Human Resources and Support Services Branch, the Staff Services Manager I serves as the Payroll and Benefits Manager. This position provides program management and technical direction over the Payroll and Benefits and Position Control programs within the Energy Commission. The incumbent plans, organizes and directs the activities of the office to ensure departmental management needs are met and ensures exceptional customer service is provided. Responsibilities include: providing guidance and assistance to all levels of management and Commission staff on personnel-related issues and acting as lead on personnel projects having a major impact on the Commission's operations and programs.

**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.

- 40% Recruits, develops, and directly supervises staff to ensure a high level of expertise in the daily conduct of payroll and benefits, recruitment and position control programs while delivering exceptional customer service. 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 State 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 staff. (E)
- 40% Supervises, trains and provides technical assistance to staff performing payroll transactions, benefits administration and position control. Plans, organizes, coordinates and monitors/reviews workload to ensure accuracy and timely processing. Determines training needs of and schedules training for assigned staff. Provides direction to staff on the interpretation and application of all pertinent laws, rules, policies and procedures relating to personnel and payroll issues. Assists staff in the application of contract provisions. (E)

**DUTY STATEMENT**



- 10% Develops and implements policies and practices on payroll and benefits related matters. Develops the Human Resource program overall strategy in accordance with the mission of the Department and consults with Executive management for implementation to all Commission employees. Serves as subject-matter expert for the development, establishment and implementation of all Human Resource programs. (E)
- 5% Serves as liaison with control agencies in the implementation of the above programs; represents the Commission at control agency hearings or other forums; and participates as a member of the Human Resources Management Team. (E)
- 5% Administers or conducts special projects or reports as required by Executive Management including development of methodologies of Executive compensation, position control, and related HR information needs. (M)

<b>SIGNATURES</b>	
<b>I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position</b>	
<div style="border-top: 1px solid black; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between;"> <span>Vacant</span> <span>Date</span> </div> <p><b>Staff Services Manager I</b></p>	<div style="border-top: 1px solid black; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between;"> <span>Lenna Ledesma</span> <span>Date</span> </div> <p><b>Staff Services Manager III</b></p>