

California Department of Corrections & Rehabilitation
Office of Peace Officer Selection

Staff Services Manager II
065-556-4801-004

Under the general direction of the Assistant Chief, Office of Peace Officer Selection (OPOS), the Staff Services Manager II serves as Chief of Peace Officer Appointments Section (POAS). The POAS Chief directly supervises two (2) SSMI's who manage analytical and support staff. This position is responsible and accountable for the successful appointments made to the Basic Correctional Officer Academy, the Basic Correctional Juvenile Justice Academy, and the Adult and Juvenile Institutions statewide. Duties include, but are not limited to:

- 60% Directly supervises and evaluates the performance of two (2) SSMI's who are responsible for the functions of POAS, which includes: developing and conducting the examination process for entry level peace officer classifications and then ultimately appointing those peace officers to institutions statewide; overseeing the academy cadet check-in process to ensure everything is operating efficiently; reviewing and approving reinstatement requests and hardship transfers; reviewing and approving Academy recycle requests; and ensuring background investigation reactivations and updates are appropriately processed. Ensures, through subordinate managers, that staff involved in pre-employment medical examinations are in compliance with current regulations, which includes: scheduling pre-employment medical evaluations with three medical providers on all entry level peace officer applicants; working with State Personnel Board staff on all peace officer medical appeals; conducting pre-employment medical contract audits; reviewing all peace officer applicant medical files; coordinating the psychological evaluation process and functional field tests for color blindness, physical deformities, and hearings.

- 25% Ensures that peace officer applicants are processed and appointed within specified timeframes, by reviewing and auditing staffs' work, analyzing available data, and troubleshooting as necessary. Ensures staff are cross trained on major functions within the various units in OPOS. Ensures through subordinate managers, that contracts with medical and psychological providers are well managed.

- 15% Represents the Department at State Personnel Board and Department of Fair Employment and Housing appeal hearings regarding peace officer examination disqualifications. Handles miscellaneous administrative functions. Oversees and reviews revisions and updates to various office forms. Prepares statistical and status reports for the office. Performs other related duties as required.

I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.

<hr/> EMPLOYEE'S NAME (Print)	<hr/> EMPLOYEE'S SIGNATURE	<hr/> DATE
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I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.

_____ SUPERVISOR'S NAME (Print)	_____ SUPERVISOR'S SIGNATURE	_____ DATE
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The statements contained in this duty statement reflect general detail as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.