STATE OF CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

DUTY STATEMENT

OPOS 065-556-4801-001

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY

INSTRUCTIONS: Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.	RPA- -	EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Office of Peace Officer Selection (OPOS)	POSITION NUMBER (Agency - Unit - Class - Serial)
UNIT NAME AND CITY LOCATED Northern Selection Center TESTING – SACRAMENTO	CLASS TITLE Staff Services Manager II
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	SPECIFIC LOCATION ASSIGNED TO 9838 Old Placerville Road, Suite B, Sacramento 95827
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 065-556-4801-001

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE YOU WORK WITH YOU.

BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general supervision of the Staff Services Manager III, Office of Peace Officer Selection (OPOS), the Staff Service Manager II (SSM II) is responsible for the overall organization, implementation and supervision of statewide testing of candidates for employment with the California Department of Corrections and Rehabilitation, in compliance with California Government Code Section and Department policy. The SSM II is also responsible for planning, organizing, coordinating, and providing technical direction to analytical staff in the development, implementation and maintenance of the automated testing and selection process in the Selection Support Section (SSS).

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use additional sheet if necessary)*
40%	**ESSENTIAL FUNCTIONS** **SUPERVISING DUTIES:** • Directly supervise three Regional Testing Officers, indirect supervision of Physical Testing and Evaluation Specialists (PT&ESs), and proctors/support staff at the three testing centers statewide. Responsible for the OPOS administration of the selection process to ensure that all entry level peace officer examinations (written, Psychological, and the Physical Abilities Tests) for Correctional Officers (CO), Youth Correctional Officers (YCO) and Youth Correctional Counselors (YCC), Correctional Counselor I (CCI) and others under the jurisdiction of CDCR are consistent, nondiscriminatory, and administered in accordance with the Department Operations Manual and State and Federal Employment laws. • Serve as liaison between OPOS and Department of Justice (DOJ) regarding the Live Scanning of fingerprints for all peace officer candidates, new employees and contractors for the purposes of receiving DOJ and Federal Bureau of Investigation (FBI) responses, subsequent arrest notifications and firearm eligibility status. • Provide oversight of the Individual Service Request (ISR) process for the Department of State Hospitals for Medical Technical Assistant – Psychiatric (MTA-Ps) in regards to the Physical Abilities Test. Provide ISR oversight for all CDCR hiring authorities, approving final determinations of the testing components and ensuring the timely processing to hiring authorities. • Plan, organize, direct, and review the activities of IT staff in the maintenance and programming of the Office of Peace Officer Selection's entry-level peace officer database; process all incoming internet applications and schedule written examinations at three regional selection centers and various offsite locations. • Serve as liaison between OPOS and State Personnel Board regarding examination appeals for peace officer candidates.

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30%	**MANAGEMENT DUTIES:** • Provide guidance and direction to Regional Testing Officers completing technical tasks during the completion of written, psychological and physical abilities testing, appeals, and assist with difficult or unusual Individual Service Requests (ISRs). • Clarify and identify potential testing program impacts. • Resolve any operational matters and refer issues regarding medical components of the PAT protocol to the OPOS Branch Chief.
15%	**TESTING DUTIES:** • Ensure that testing conducted is uniform, objective and procedurally correct. • Represent the Department as the office's liaison with the Enterprise Information Services Division to obtain programming support, various control agencies (i.e., CalHR and Department of Finance), all institutions and parole offices, headquarter units, various employee unions (i.e., California Correctional Peace Officers Association) other State agencies and outside vendors.
10%	**PROCEDURE DUTIES:** • Prepare and update field office procedures and perform various administrative functions in support of the Staff Services Manager III. • Assign and monitor workload and preparation of statistical data relative to productivity. • Manage the program budget for the SSS and three Regional Testing Centers, prepare and/or review and approve purchases and other business service documents and office automation equipment related to the SSS and testing centers. • Provide consultation to managers and supervisors on policies and issues relating to program responsibilities.
5%	**OTHER DUTIES:** • Provide and arrange for necessary in-service and on-the-job training. • Act in the absence of the Staff Services Manager III. • Attend executive management staff meetings, conduct staff meetings and give advice on administrative issues to the Directorate.
	DESIRABLE QUALIFICATIONS: • Independent. • Excellent organization skills. • Attention to details. • Confidentiality due to nature of work projects. • Tactful and professional. • Open-minded and flexible to other ideas and solutions. • Excellent communication skills. • Working knowledge of computer applications – Microsoft Office Suite (Outlook, Word, Excel, Access, PowerPoint, Internet Explorer).
	INTERPERSONAL SKILLS: • Works well with a team or group. • Takes and provides direction.
	WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES: • Office environment. • Business dress, according to current policy. • Extended periods of time in seated position. • Use computer and telephone in performing work. • Ability to handle stress. • Confidential and sensitive environment.

SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***

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SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

EMPLOYEE'S STATEMENT: ***I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT***

The statements contained in this duty statement reflect general details 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.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE