



## CALIFORNIA HORSE RACING BOARD

### Staff Services Manager I (Supervisor) (SSM I)

*It is the mission of the California Horse Racing Board to ensure the integrity, viability, and safety of the California horse racing industry by regulating pari-mutuel wagering for the protection of the public, promoting horse racing, breeding, and wagering opportunities, and fostering safe racing through the development and enforcement of track safety standards and regulations for the health and welfare of all participants.*

#### **TENURE/TIMEBASE:**

Permanente/Full time

**LOCATION:** Sacramento

**FILE BY:** November 1, 2017

**SALARY:** \$5,689.00 - \$7,068.00

Completed Examination/Employment Application (STD. 678) may be submitted electronically via your CalCareers account at [www.jobs.ca.gov](http://www.jobs.ca.gov); or hand delivered to the address below before or on the final filing date by 5:00 p.m.; or mailed to the address below. Mailed applications must be postmarked no later than November 1, 2017. Resumes may be submitted, but are not required.

#### **HUMAN RESOURCES**

**CALIFORNIA HORSE RACING BOARD**

**1010 HURLEY WAY, SUITE 300**

**SACRAMENTO, CA 95825**

All application packages must include **JC-84980** or Position **395-502-4800-001** in the job title section. Application packages must include all the required documents. See page 2 for Statement of Qualification instructions. Incomplete application packages will not be accepted.

Any questions about the position may be directed to Human Resources by phone (916) 263-6049 or by email [TMNoriega@chrh.ca.gov](mailto:TMNoriega@chrh.ca.gov).

#### **ADDITIONAL INFORMATION:**

You are eligible to apply if you are on the State Restriction of Appointment (SROA) list for the same or a comparable classification; or a surplus employee in the same or comparable classification; are currently in the Staff Service Manager I (Supervisor) classification; have reinstatement eligibility; are in a classification comparable and transferable; or on a current Staff Service Manager I (Supervisor) eligible list and reachable.

It is the policy of the CHRHB that no person may be hired as an employee if that person has been convicted of a felony or any gambling-related offense, therefore all employees are subject to a background check.

#### **POSITION DESCRIPTION:**

Under the general direction of the Chief of Administration, the Staff Services Manager I (Supervisory) (SSM I) is responsible for ensuring that the Human Resources (HR) Unit provides quality customer service and direction to managers, supervisors and staff in all aspects of Human Resources. In addition, the SSM I is responsible for the department's Equal Employment Opportunity (EEO) programs and reports to Executive Management on all EEO related issues. Duties include, but are not limited to:

#### **ESSENTIAL FUNCTIONS:**

Manages the operation of the HR Office; maintains consistent policies and procedures through the department related to HR; provides training and/or coaching as necessary to the HR staff to correct performance deficiencies; assists in coaching and mentoring staff to assist with individual development efforts; ensures that the department's general personnel management needs are met; ensures departmental adherence to merit system recruitment selection and allocation standards; and ensures compliance with control agency laws, rules and policies. Reviews recommended adverse action requests, as appropriate.

Serves as the departments EEO Officer and the Training Officer; responsible for labor relations, progressive discipline, reasonable accommodations and responding to grievances/complaints. Analyzes and reviews job classifications, performs technical review of personnel transactions.

Oversees all HR functions including Classification and Pay, Exam Administration, Payroll, Benefits Administration, Position Control; Employee Assistance, Workers Compensation, Return-To Work (RTW), Americans with Disabilities (ADA), Family and Medical Leave Act (FMLA), and Employee Awards Programs.

Provides consultation and guidance to managers and supervisors regarding progressive discipline; ensures that proper documentation for adverse actions, rejections on probation and other punitive and non-punitive actions comply with the laws and rules and changes are supportable.

Establishes goals and objectives for the HR Unit to ensure that HR staff provides exemplary customer service to CHRHB staff, supervisors and managers to efficiently carry out the mission and vision of the CHRHB. Works closely with CHRHB management, supervisors and managers to resolve disagreements and conflicts between staff and provide guidance to managers and supervisors on sensitive hiring issues, out-of-class assignments, staff reorganization, and other sensitive personnel management issues. Other duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

**Knowledge of:** Principles, practices and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development and training; program management; formal and informal aspects of the legislative process; the administration and department's goals and policies; governmental functions and organization at the State and local level;

departments Affirmative Action Program objectives; and a manager's roll in the Affirmative Action Program and the processes available to meet affirmative action objectives.

**Ability to:** Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contracted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex Staff Services program; establish and maintain project priorities; develop and effectively contribute to the department's affirmative action objectives.

**SPECIAL PERSONAL REQUIREMENTS:**

Demonstrated ability to act independently, open-mindedness, flexibility, and tact.

**WORK ENVIRONMENT:**

The incumbent works in a typical office environment, using one or more personal computers

Works on the second floor of a two story building.

**STATEMENT OF QUALIFICATIONS:**

The Statement Of Qualifications (SOQ) should be no longer than 2 pages using a minimum of 11 pt font. SOQ's do not take the place of a completed state application. Job descriptions with "see SOQ" are not acceptable. Applications received without the SOQ will not be considered. Please answer the following questions in order:

1. Describe your experience and knowledge of the different types of transactions used in human resources.
2. Describe your experience and knowledge of the examination process including: 1. Job analysis 2.Exams 3. Ordering certs.
3. Describe how you ensure work/projects are completed with numerous time sensitive deadlines, and how you would keep upper management informed about your progress and any issues that arise.
4. Describe your experience and knowledge of Labor Relations, Equal Employment Opportunity Policy and Procedures, and conducting, scheduling, and tracking training.

THE STATE OF CALIFORNIA IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF AGE, ANCESTRY, COLOR, DISABILITY (mental and physical), EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, GENDER, GENDER EXPRESSION, GENDER IDENTITY, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE RELIGIOUS CREED, SEX (includes pregnancy, childbirth, breastfeeding and related medical conditions), AND SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

The California Horse Racing Board utilizes the California Relay Service. The numbers available for use are 1-800-735-2929 (TT/TDD) and 1-800-735-2922 (VOICE).