

State of California
Business, Consumer Services and Housing Agency
California Department of Housing and Community Development
DUTY STATEMENT

Division: Administration and Management
Unit: Human Resources Branch / Employment Services Unit
Position Number: 401-107-4800-XXX (PS 1018)
Classification: Staff Services Manager I (Spec)
Working Title: SR. Hiring Consultant
Location: Sacramento, Headquarters
Incumbent: TBA
Effective Date: TBA

Department Statement: 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 ingenuity are encouraged. Your efforts to maintain regular attendance and treat others fairly, honestly, and with respect are critical to the success of the Department's mission.

Job Summary: Under direction of Personnel Operations Manager, in the Human Resources Branch (HRB), the incumbent functions as a nonsupervisory staff specialist performing highly complex and sensitive classification and pay duties involving the Departments Career Executive Assignments (CEA), Exempts, and Special Consultants. The incumbent works with minimal direction and must independently develop and compose associated proposals, justifications, and State Personnel Board (SPB) items. Perform the most difficult or sensitive personnel work, serve as a subject matter expert, accurately interpret and apply civil service laws, rules, State guideline, applicable Memorandum of Understands (MOUs), Housing and Community Development (HCD) policy and guideline, and consult with management on major related issues.

% of Time	Essential Functions:
30%	Serve as the departmental expert and consultant on the Department's CEA/Exempt program and executive-level Special Consultant packages. Provide expert advice, analysis, and consultation to HCD's executive staff on laws, regulations, policies, processes, and strategies governing the CEA/Exempt program and Special Consultant allocations. Develop CEA proposals with programs assistance, Exempt Position Requests (EPR), and Special Consultant packages for submission to executive staff, CalHR, SPB, and/or the Governor's Office. Develop highly complex justifications, job descriptions, and other associated documentation, in support of these proposals, and provide recommendation to executive staff on the assignment of appropriate CEA/Exempt levels, and/or use of the Special Consultant classification. Review of the CEA/Exempt proposals and Special Consultant packages requires the incumbent to identify, quantify, and evaluate a position's executive-level policy responsibility,

complex and sensitive public/media interest, and required expertise in a specific occupational discipline to justify the allocation.

Oversee, review, and manage CEA/Exempt appointments, compensation, and terminations. Review Action Requests and Governor's Office memos/EPRs for all CEA and Exempt appointments. Develop justifications for exceptional salary requests, and monitor CEA/Exempt salaries for impact to the Department's CEA salary cap and salary compaction issues. Provide executive level consultation and advice regarding laws, rules, and policies involving the termination of CEA/Exempt appointments. Prepare associated notices and compile detailed information concerning an incumbent's applicable return rights. Serve as the department's liaison with CalHR, SPB, and other control agencies involved in the CEA/Exempt appointment/approval process. Develop policies, procedures and manuals associated with CEA and Exempt processes and may participate in various CEA/Exempt workgroups. On a continual basis, update and monitor internal CEA/Exempt tracking sheets for salary adjustments, anomalies, pay differentials, position authority updates, and other variables.

30%

Train, lead and assist Employment Services Unit (ESU) staff with all aspects of recruitment, selection, and hiring of staff to carry out the department's mission. Review and analyze allocation guides, staffing standards, class specifications, duty statements, and organizational structures and charts. Review position action documents and justifications in support of the establishment of new and reclassified positions. Draft 625 packages for exceptional allocations. Review Training and Development assignment agreements, Temporary Authorization Appointment justifications, Out-of-Class justifications, and Hiring Above Minimum packages. Research, analyze, and prepare formal memoranda, proposals, and reports related to all areas of personnel management to departmental staff, executive management, control agencies, other state departments, and various outside organizations. Render an interpretation/recommendation regarding the full range of personnel actions in accordance with regulations, contracts, allocation standards, specifications, and other personnel policy guidelines. Conduct classification and pay studies. Perform desk audits as required. Analyze screening matrices, interview questions, and hiring panels to ensure merit principles are followed. Review applications and verify list eligibility. May participate on hiring panels.

15%

Serve as an expert consultant and advisor on the most sensitive and complex classification issues and internal audit cases. Prepare written analysis and recommendation to executive management for discussion on complex position/organizational proposals. Analyze, evaluate, and work directly with program staff on their proposals and supporting documentation for the development of new classifications, revisions to classifications, and pay proposals

for submittal to control agencies. Review complex personnel actions and makes and/or recommends content revisions.

Limited Examination and Appointment Program (LEAP) Coordinator:

Incumbent independently develops and maintains a tracking system for LEAP hires, works closely with hiring supervisors on their LEAP duties and the Job Examination Period(JEP), assists departmental supervisors and managers with questions regarding LEAP; submits required documentation to SPB/CalHR for approval and maintains all LEAP records. May attend Appeals on LEAP candidate issues and serve as witness

10% Oversee Departmental compliance with CalHR delegation requirements. Monitors and maintains HCD's CEA salary cap; tracks/audits the establishment and authority for CEA and Exempt positions and salaries, illegal appointments, and exceptional allocations. Maintain and generate the Department's Quarterly Delegation Report for submission to CalHR, and responds to informational requests from CalHR concerning the Department's delegation agreement. Provide monthly and adhoc CEA/Exempt information when requested.

10% Serve as a project leader and completes other complex and sensitive special projects as requested. Participate in staff meetings; keep supervisor apprised of the status of projects, problems, and law changes; make suggestions for process improvements; serve on various work groups with CalHR, SPB, and other personnel offices created to improve management and increase efficiency of various aspects of the State's human resources program. Develop and present training on recruitment and hiring for HCD managers, supervisors and/or staff; participate in special recruitment/executive searches; Train new HRB Staff on processes and procedures related to Employment Services; design, develop and conduct training plans for new staff; continually assess effectiveness of training processes and update as needed; provide ongoing refresher training as identified. Coordinate with other Employment Services staff in delivery of training. Create detailed training procedures and resource materials. Identify external training opportunities.

% of Time **Marginal Functions:**
5% Create detailed training procedures and resource materials. Identify external training opportunities. Act as a SharePoint content owner for HRB. Develop and update content related to the hire process. Attend various forums, conferences or trainings. Perform other job-related duties as assigned.

Special Requirements: (Define all that apply)

Travel: Up to 5% travel may be required to attend forums, conferences or trainings.

Supervision Exercised: May serve as a lead.

Conflict of Interest (COI): Form 700 reporting required.

Background Check: None

Live Scan: None

Bilingual, specify language: None

License/Certification: None

Medical Clearance: None

Other, please specify: The incumbent must respond to constantly changing priorities with a willingness to provide quality services to office employees, job applicants and exam candidates, and all others contacted through the course of the work. Incumbent must maintain the confidentiality of all recruitment and hiring information and documentation and maintain the security of the workplace.

Physical Requirements: The position requires the ability to sit, stand, read, communicate, and work on a computer for extended periods of time.

Working Conditions (In Office): The incumbent works in an office setting that is air conditioned and may be in a high-rise building with elevator access, cubicle, or office with natural and artificial lighting.

Working Conditions (Telework): The incumbent is required to maintain safe working conditions at the approved alternate work location and abide by the Departments Ergonomic Program guidelines and agrees to maintain a distraction-free remote work environment.

Administrative Responsibility: The incumbent is required to follow all laws, rules, and regulations relating to Human Resources actions, including responsibility for appropriate and accurate documentation. The incumbent also advises management on various policies and procedures in support of the Department's mission.

Personal Contacts: The incumbent is responsible for maintaining professional communication and conduct when communicating with control agency staff, union representatives, other State departmental management, personnel staff, and employees at all levels within the organization. The incumbent will have contact with all levels of management throughout the Department and is expected to provide expert consultation in area of Classification and Pay, Hiring, and Recruitment.

Consequence of Error: This position has responsibility to help ensure that the principles and practices of the Division are carried out and implemented in accordance with the Department's mission, policies, and procedures, as well as federal, state, and local laws. Lack of knowledge or lapses in judgment could result in inappropriate allocation decisions, over/underpayment to

employees, inaccurate work, misunderstanding, poor judgement, or inadequate analyses could result in misleading information being provided to the Department, state and local agencies or create misleading perceptions.

Diversity, Equity, and Inclusion: All employees at HCD are expected to uphold the values of diversity, equity, and inclusion (DEI) which includes being committed to fostering an environment in which employees for a variety of backgrounds, cultures, and personal experiences feel welcomed and can thrive. Staff are expected to be respectful of differences, treat other with respect, encourage others to participate, foster innovations, and stay committed to all DEI efforts in the workplace.

Equal Employment Opportunity: All HCD employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work-related activities, and anytime they represent the Department. Additionally, all HCD employees are responsible for promoting a safe and secure work environment, free from discrimination, harassment, inappropriate conduct, or retaliation.

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Employee Name: _____ Date: _____

Employee Signature: _____

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

Supervisor Name: _____ Date: _____

Supervisor Signature: _____

*Please return the signed original duty statement to the Human Resources Branch to be filed in the Official Personnel File.