

## POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Staff Services Manager I	<i>WIOA Policy Unit Manager</i>
NAME OF INCUMBENT:	POSITION NUMBER:
vacant	283-401-4800-976
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
WIOA Policy Unit State Plan and Policy	Ashley Anglesey
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Policy, Legislation, and Research Branch	Staff Services Manager II
BRANCH:	REVISION DATE:
California Workforce Development Board	8/30/2022
<b>Duties Based on:</b> <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT– Fraction _____ <input type="checkbox"/> INT <input type="checkbox"/> Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
<b>Check all that apply:</b> <input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input type="checkbox"/> Call Center/Counter Environment <input type="checkbox"/> May be Required to Work in Multiple Locations <input type="checkbox"/> Requires Fingerprinting & Background Check <input type="checkbox"/> Requires DMV Pull Notice <input type="checkbox"/> Bilingual Fluency ( <i>specify below in Description</i> ) <input type="checkbox"/> Travel May be Required <input type="checkbox"/> Other ( <i>specify below in Description</i> )	
<b>Description of Position Requirements:</b> (e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.) none	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
<b>Summary Statement:</b> (Briefly describe the position's organizational setting and major functions)	
<p>Under the general direction of the Staff Services Manager II (SSM II) of the Policy and Legislation Branch, the Staff Services Manager I (SSM I) ensures that the State Plan and Policy Unit conducts in depth research, development, and implementation of policy guidance related to the state public workforce development system in accordance with the federal Workforce Innovation and Opportunity Act (WIOA). The SSM I also leads the development and publication of California's Unified Strategic Workforce Development Plan (State Plan). Additionally, the SSM I coordinates with internal staff to ensure the tracking, analysis, and development of workforce development legislation, as assigned.</p> <p>The incumbent leads coordination efforts with other California Workforce Development Board (CWDB) divisions and external entities such as the Employment Development Department (EDD) and the Local Workforce Development Boards. The incumbent provides leadership in creating an environment providing a team approach to problem solving and continual improvement processes within the State Plan and Policy Unit.</p>	
<b>Percentage of Duties</b>	<b>Essential Functions</b>

35%	<p><b><u>Policy Development</u></b></p> <ul style="list-style-type: none"><li>• Utilizes indepth review and analysis of federal statutes, regulations, and ongoing stakeholder input forums to develop staff knowledge of WIOA.</li><li>• Utilizes advanced analytical skills and the ability to compile and synthesize federal and state guidance to train State Plan and Policy Unit staff.</li><li>• Directs the development and implementation of Policy Directives that are issued to Local Workforce Development Boards throughout the state in order to comply with federal and state statutes.</li><li>• Oversees and manages all WIOA policy research, development, and implementation for the State Plan and Policy Unit.</li><li>• Maintains full knowledge of the State Plan, and coordinates with WIOA Title partners and CWDB core partners on changes in federal and state guidance in order to mitigate any impacts to CWDB policies and programs.</li><li>• Establishes and maintains effective relationships with internal and external stakeholders to ensure the development of partnerships in order to develop and implement the State Plan and Directives.</li></ul>
30%	<p><b><u>Legislative Development</u></b></p> <ul style="list-style-type: none"><li>• Under the direction of the Policy and Legislative Manager, monitors and tracks legislative bills and concepts, including proposed state and federal legislation, regulations, codes, and guidelines relating to workforce development by using legislative tracking resources, including, but not limited to, CapitolTrack, LegInfo and the Daily Files.</li><li>• Oversees and manages the development of bill analyses, enrolled bill reports, legislative proposals, and legislative language by researching and synthesizing information from various legislative resources. Legislative resources include, but not limited to, legislative staff, policy and budget committee staff, and stakeholders, ensuring that state legislation impacting the CWDB and related state workforce development programs are coordinated and monitored to reflect the positions of the CWDB and the Labor and Workforce Development Agency.</li><li>• Utilizes legislative knowledge and experience to train State Plan and Policy Unit staff on the legislative process, and the development of bill analyses, enrolled bill reports, and bill proposals.</li></ul>
15%	<p><b><u>Supervisory Work and Team Development</u></b></p> <ul style="list-style-type: none"><li>• Reviews written assignments for quality, clarity, and accuracy, and provides feedback and training to staff to ensure that analysis, processes, and standards are being met.</li><li>• Under the direction of the State Plan and Policy Manager, plans and organizes the activities of the State Plan and Policy Unit staff to ensure assignments are developed timely, at the required quality, and reflect direction provided by US Congress, US Department of Labor, California Labor and Workforce Development Agency, California State Legislature, and CWDB Leadership.</li><li>• Fosters a supportive work environment that includes the participation of staff in the planning and improvement of work processes.</li><li>• Participates in CWDB Management Team activities and decision-making processes to support the goals and objectives of the Policy, Research and Legislation Branch.</li><li>• Provides information and advice to the State Plan and Policy Manager on policy decisions, and ensures that plans are made and implemented for meeting organizational goals and objectives.</li></ul>



**Civil Service Classification**  
Staff Services Manager I

**Position Number**  
283-401-4800-976

Supervisor's Signature:		Date:	
<b>7. HRSD USE ONLY</b>			
<b>Personnel Management Group (PMG) Approval</b>			
<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines.	PMG Analyst Initials	Date Approved	
<input type="checkbox"/> Exceptional allocation, STD-625 on file.	dmg	11/9/2022	
<b>Reasonable Accommodation Unit use ONLY</b> <i>(completed after appointment, if needed)</i> <i>If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.</i> List any Reasonable Accommodations made:			

**Supervisor:** After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file