

**STATE OF CALIFORNIA  
CIVIL RIGHTS DEPARTMENT  
DUTY STATEMENT**

<b>Employee Name</b>	<b>Classification Name</b>	<b>Position Number</b>
Vacant	CEA – Assistant Deputy Director	326-104-7500-002
<b>Division/Unit</b>	<b>Date</b>	<b>Prior Pos #(if applicable)</b>
Executive Programs/ Outreach & Education	5/1/2024	

**SUMMARY OF RESPONSIBILITIES**

The Assistant Deputy Director of Outreach and Education is responsible for leading the Outreach and Education Unit of the Civil Rights Department (CRD or Department). This includes managing a team that strategically protects and advances civil rights in California through a variety of outreach and education activities, such as civil rights campaigns, live trainings, written guidance, collaborations with community groups, and innovative programs. The Assistant Deputy Director of Outreach and Education works under the general direction of the Deputy Director of the Executive Programs Division.

**ESSENTIAL FUNCTIONS**

- 30% Implement the Outreach and Education Unit’s strategic plan and oversee the development and implementation of CRD’s outreach and education activities. This includes, for example: overseeing the development of clear and accurate written guidance and live trainings on discrimination and harassment in employment, housing, businesses, and other settings; developing partnerships with other CRD teams, other agencies, and community and advocacy organizations to identify and implement joint projects that meet mutual goals; managing CRD’s program of affirmatively searching online job and housing advertisements for violations of California civil rights laws and pursuing corrective action; managing CRD’s fair housing or employment testing program; managing CRD’s business recognition program; and refining and updating the Outreach and Education Unit’s strategic plan, as needed.
  
- 25% Engage directly in carrying out education and outreach activities. This includes, for example: organizing and implementing education campaigns focused on specific issues and/or specific populations or industries; developing and revising website content, outreach materials, educational resources, presentations, and interactive tools, such as online applications; organizing events; conducting in-person and virtual trainings; engaging stakeholder groups in various forums; collaborating with federal, state, and local agencies and other organizations; and working with media outlets and stakeholders to publicize the work of CRD and information about civil rights in California.
  
- 15% Manage staff within the Outreach and Education Unit, including providing ongoing coaching, performance feedback, and timely and accurate performance evaluations, as well as identifying training and resource needs and engaging in career development planning with employees.
  
- 10% Establish and track performance measures for the Outreach and Education Unit. Evaluate performance and impact of the Outreach and Education Unit by, for example, gathering and analyzing feedback from stakeholders. Report on the activities and impact of the Outreach and Education Unit.

10% Develop and implement procedures and budget plans to support the Outreach and Education Unit. Ensure the Unit's activities are cost-effective. Develop contract proposals; review and approve procurement/contract documents; and oversee negotiation and administration of vendor and consultant contracts and service agreements. Prepare Budget Change Proposals, as needed.

10% Develop and maintain expertise on the laws enforced by CRD, departmental procedures and operations, and best practices within the field of education and outreach. Analyze recent court decisions, legislation, and regulations, participate in trainings, and review academic and professional literature. Provide expertise within CRD and to other state departments and agencies.

### **Desirable Qualifications**

- Active membership in the State Bar of California
- Experience with the California Fair Employment and Housing Act, the Unruh Civil Rights Act, Government Code section 11135, the Ralph Civil Rights Act, and other laws enforced by the Civil Rights Department
- Experience with the Department's complaint process
- Experience with youth and adult learning techniques and strategies
- Commitment – A strong desire to uphold California civil rights laws and a commitment to justice and fairness.
- Leadership – Ability to embrace a leader's role and continuously model the behaviors, traits, values and characteristics of a successful leader, which include integrity, accountability and ethical behavior; promote the mission and vision of the Department; set and attain goals; create a clear sense of purpose; manage change; be creative and innovative; and plan strategically.
- Communication Skills – Ability to present information and express ideas in a clear, confident, and convincing manner; and to receive, attend to, interpret, and respond to feedback in ways that are appropriate to listeners and situations.
- Decision Making – Ability to make informed decisions through use of data, research, analysis, and input from team members and key stakeholders; make difficult decisions in accordance with good public policy and an understanding of consequences of actions.
- Teamwork – Ability to continuously inspire, motivate, and coach diverse work teams to achieve goals; collaborate to achieve common goals and objectives; utilize effective consultation and negotiation skills; and create a work culture that attracts and retains diverse and talented people.
- Public Service Orientation – An understanding of the importance of customer service and the need to be timely and accurate in addressing stakeholder needs; the importance of representing the department in a professional and respectful manner.
- Ability and desire to learn new areas of the law and procedure
- Ability to be organized, multi-task, and meet deadlines
- Openness to take direction and accept feedback from supervisor
- Ability to work with people in a professional and civil manner

### **Work Environment, Physical, or Mental Abilities**

The demands described here are representative of those that must be met by the incumbent to successfully perform the essential functions of the job with or without a reasonable accommodation. The following abilities are required:

- Effectively handle stress
- Work in a fast-paced environment
- Effectively manage many projects simultaneously
- Daily use of a telephone and computer for up to 6.5 to 7 hours per day
- Prolonged sitting and/or standing at a desk for 6.5 to 7 hours per day
- Requires ability to complete tasks that typically may require making repetitive hand movements in the performance of daily duties
- Punctual and excellent attendance
- Travel around the state to attend events, meet with stakeholders, and visit other CRD offices.

**Working Conditions**

The above statements are intended to describe the general nature and level of work being performed by the incumbent. They are not intended to be an exhaustive list of all responsibilities, duties, skills or working conditions associated with this job.

**Supervision Received**

The Assistant Deputy Director for Outreach and Education receives general supervision from the Deputy Director of the Executive Programs Division.

**Supervision Exercised**

The Assistant Deputy Director for Outreach and Education oversees staff in the following classifications: Attorney III, Staff Services Manager I/II, Graphic Designer III, Associate Governmental Program Analyst, and Staff Services Analyst.

**Personal Contacts**

The Assistant Deputy Director for Outreach and Education presents information and interacts with a broad range of external stakeholders, such as the Governor’s Office and other state agencies, federal and local agencies, members and staff of the Legislature, and organizations representing employers, employees, housing providers, tenants, businesses, consumers, communities, or others.

**Actions and Consequences**

Failure to properly perform these duties could result in the inefficient and ineffective operation of the Outreach and Education Unit and create liability or negative consequences for the Department.

**Certification of Employee**

I have read and understand the duties described above for the Assistant Deputy Director of Outreach and Education. I meet all job requirements as described above and am capable of performing the essential functions with or without a reasonable accommodation.

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor’s Signature

\_\_\_\_\_  
Date