

**Duty Statement**

Classification: Staff Services Manager I			
Working Title: Employee Belonging and Engagement Manager			
Program:			
Division: Strategic Planning and Workforce Developm		Branch:	
Section: Strategy and Engagement		Unit: Employee Belonging and Engagement	
Office Location: 1501 Capitol Avenue, Sacramento, CA 95814			
COI Classification:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	CBID: S01	Position Number: 808-500-4800-002
Telework Eligible:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Maximum Telework Days: (generally up to 3 days per week) 3 days per week	
Bilingual Position:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Specify Language:	
<p>This position requires the incumbent to maintain consistent and regular attendance; communicate effectively, both orally and in writing, when interacting with others; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely manner; and adhere to departmental policies and procedures regarding attendance and conduct.</p>			
<p><b>Job Summary:</b></p> <p>Under the general direction of the Staff Services Manager II, the Staff Services Manager I, Employee Belonging and Engagement Manager, is responsible for planning, organizing, staffing, directing, and controlling the activities of DHCS's organizational engagement and development programs and projects and staff within the Strategic Planning and Workforce Development Division (SPAWDD), Employee Belonging and Engagement Unit.</p>			
<p><i>The duties contained in this job description 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. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.</i></p>			

<b>Description of Duties:</b>	
<b>% of Time</b>	<b>Essential Functions</b>
45%	Direct DHCS's organizational development and engagement programs and projects. Complete the most high-level and difficult of the unit's organizational development and employee engagement assignments including strategic planning, team development, employee health and wellness initiatives, employee recognition, diversity, equity and inclusion efforts, enterprise-wide events, and internal communications.
30%	Supervise the activities of the Employee Belonging and Engagement Unit staff. Plan, organize, and direct the work activities of employee belonging and engagement staff to provide and achieve operational efficiency utilizing effective management skills and tools (e.g., communication, project management workload tracking/monitoring, and staff development) on a daily basis. Provide guidance consistent with DHCS policies. Monitor, evaluate, and complete employee performance appraisals on a timely basis. Develop and inform employees of job expectations for work evaluation. Ensure unit staff have the skills and knowledge necessary to meet the performance expectations of their work assignments. Evaluate work performed and provide timely feedback and recognition to staff. Promptly identify and address/resolve employee performance issues. Recruit, select, hire, and onboard new staff when required. Ensure that program operations and hiring practices conform to bargaining unit contracts, state policies, and equal employment opportunity objectives and guidelines.
20%	Direct DHCS's organizational change management efforts. Provide input to stakeholders and executive management on issues and decisions regarding organizational development and performance improvement. Monitor general trends and advances in organizational development techniques and performance management standards and keep skills current through research, reading, and attending training/workshops. Assist staff with keeping their skills and knowledge current in these areas. Establish and maintain positive working relationships with division clients, DHCS executives, program managers, and control agencies. Consult with the stakeholders to provide advice on ways to improve processes and performance metrics and manage organizational development projects.

Description of Duties	
% Of Time	Essential Functions
% Of Time	Marginal Functions
5%	Other duties as required.

**Supervision Received:** Under General Direction by the (enter supervisor classification):Staff Services Manager II.**Supervision Exercised: (check all that apply)** ☐ Non-Supervisory Classification / None☐ Clerical Staff☒ Analytical Staff☐ Technical Staff☐ Professional Staff☐ Supervisory Staff☐ Managerial Staff**Special Requirements:**☐ Medical Evaluation /Clearance☐ Typing Certificate☐ Valid Driver's License☐ Background Check / Finger Printing Clearance☐ Valid Professional License (please specify): \_\_\_\_\_**Desirable Qualifications:**

- Communicate effectively both orally and in writing to direct and monitor the work of others, produce timely and quality work products, and prepare clear, concise, and logical correspondence, which may include applying new and creative ways of presenting information or results.
- Ability to establish and maintain collaborative, productive, and professional working relationships with departmental leadership, various government entities, and stakeholders.
- Highly self-motivated, independent, and customer service/satisfaction focused.
- Ability to work in a fast-paced environment with tight deadlines and routine changes in priorities and assignments.
- Ability to work on confidential and sensitive assignments, and consistently exercise a high degree of initiative, independence, sound judgment in performing assigned tasks.
- Knowledge of/experience with California state civil service personnel processes, audits, contracts, budgeting/accounting, information technology, and policies and practices within California State

**Working Conditions (Check all that apply):**

Prolonged Periods of:

☐ Standing☒ Sitting☐ Kneeling☐ Bending

Travel May be Required:

☐ Occasional☐ Over Night

Requires Lifting of Heavy Objects up to: \_\_\_\_\_

**Acknowledgements:****Human Resources Acknowledgement:** The Human Resources Division has reviewed and approved this duty statement as of \_\_\_\_\_ by \_\_\_\_\_.**Employee Acknowledgement:** I have discussed with my supervisor the duties of the position and have received a copy of this duty statement.

Employee Name:

Employee Signature:

Date:

**Supervisor Acknowledgement:** I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Supervisor Name:

Supervisor Signature:

Date:

### Instructions

A duty statement is a description of tasks, functions, and responsibilities of a position to which an employee is assigned, and the percent of time spent on each task. It is based on objective information obtained by thoroughly analyzing the position's functions, the competencies and skills required to accomplish these functions, and the organizational needs of the department.

Classification:	Enter the legal title documented in the Classification Specifications which contains a formalized summary of the duties and responsibilities of the positions in a class.
Working Title:	Enter a working title if there is one. The working title differs from a classification title, as it can be specific to the duties the classification is performing. e.g., Personnel Liaison, Contracts Analyst, etc.
Program / Division / Branch / Section / Unit:	Enter the information that is in alignment with where the position is located in the organization. This should also mirror what is presented on the organization chart.
Office Location	The term office location refers to the state worksite that is the employee's reporting location when not teleworking.
Position Number:	Enter the agency, unit, class code, and serial number of the vacant position being filled. e.g., 808-202-5393-810
Telework Eligible:	<p>Check 'Yes' if this position is eligible for a telework schedule.</p> <p>If 'Yes' is checked, in the next field enter the maximum number of telework days allowable for this position.</p> <p>Check 'No' if this position is not eligible for a telework schedule.</p>
COI Classification:	<p>Check 'Yes' if this position is designated under the Conflict-of-Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict-of-Interest Code requirements may void the appointment.</p> <p>Check 'No' if this position is not designated under the Conflict-of-Interest Code.</p>
Collective Bargaining Identifier (CBID)	Enter the CBID. The CBID information can be found in the CalHR Pay Scale. Select option 15 for an alphabetical listing of Classifications. Find your classification. The CBID will be located in the last column on the right. For the CBID information, include the appropriate letter (M, S, C, R) and the unit number.
Bilingual Position:	<p>Check 'Yes' if this position is bilingual certified.</p> <p>If 'Yes' is checked the language for which the position is bilingual certified must be specified in the next field.</p> <p>Check 'No' if this position is not bilingual certified.</p>
Job Summary:	Include a brief description of the position, duties performed, reporting structure, and any pertinent information you feel is necessary.

Description of Duties:	<p>Provide an itemized listing of the specific job duties and the percentage of time spent on each separate and distinct task. The essential and marginal functions should be identified. Group related tasks under the same percentage with the highest percentage first. Percentages must be listed in descending order and must equal 100%.</p> <p><b>Essential Functions:</b> Assess whether the performance of a function is 'essential' by asking yourself why the position exists and what is it the employee is being hired to do. As you review each task, ask yourself whether it is a basic, necessary, and integral part of the job, which would make that task essential. Ask yourself, does the position exist solely to perform that function? Are there a limited number of employees available to perform that function? Is it a highly specialized function? If so, the task may be 'essential'.</p> <p><b>Marginal Functions:</b> Marginal functions are incidental and only account for a minimal part of the job. They are secondary to essential functions, and they make up the remaining duties of the position. Keep in mind that marginal functions can also be absorbed by another staff member so if they were to be removed, it doesn't change the concept of the position.</p>
Supervision Received:	<p>Check the nature of the supervision received and enter the classification of the supervisor. Review the Classification Specifications and see the descriptions below to help determine the type of supervision this position receives.</p> <p><b>Under Close Supervision:</b> Used for entry-level classes in which an employee is learning the duties of the class as a trainee or apprentice.</p> <p><b>Under Supervision:</b> The position is subject to continuous and direct control.</p> <p><b>Under General Supervision:</b> The position is subject to a minimum of continuous and direct control.</p> <p><b>Under Direction:</b> Indicates that supervision is general and not close, continuous, or concerned with details. The statement tends to be used with technical and professional positions where the employees are expected to operate with a reasonable degree of independence, or as a journey person or fully qualified worker.</p> <p><b>Under General Direction:</b> This usually refers to classes on the division level that receive administrative direction. The guidance is usually outlined in legislation and general rules of the organization.</p> <p><b>Under Administrative Direction:</b> This is usually used only in classes involving top-level, administrative positions in which the guidance is largely that of overall policy and the requirements of legislation.</p>
Supervision Exercised:	<p>Check 'Yes' if this position exercises supervision. If 'Yes' is checked, select all classification types supervised by this position.</p> <p>Check 'No' if this position does not exercise supervision.</p>
Special Requirements:	<p>Enter any requirements that may be necessary per classification specification or specific department, i.e., background check, drug test, medical license, etc.</p>
Desirable Qualifications:	<p>Enter any knowledge, skills and abilities and other desirable qualifications, such as special personal characteristics, interpersonal skills, etc., not required as part of the minimum qualifications but represent additional attributes being sought after by the hiring manager.</p>

Working Conditions:	Describes the working conditions of the job, i.e., physical demands, if the job is indoor/outdoor, if travel is required and how often, varying schedule, transportation information, etc.
Human Resources Acknowledgement:	Completed by Human Resources Division to indicate the last date of review.
Employee Acknowledgement:	Employee signs and dates the document certifying that the duties of the position were discussed with the supervisor and that a copy of the duty statement was received.
Supervisor Acknowledgement:	<p>Supervisor signs and dates the document certifying that the duty statement represents an accurate description of the essential functions of the position, and that the duties of the position were discussed with the employee.</p> <p>Once signatures are obtained, make two copies, and place a copy in the supervisor's drop file and provide one to the employee. Send the original to Human Resources Division to file in the employee's Official Personnel File (OPF).</p>