



State of California

Office of Data and Innovation

401 I Street Suite 200, Sacramento, California 95814

Duty Statement

☐ Current ☒ Proposed

Classification Staff Services Manager III (SSM III)	Office/Department Office of Data and Innovation (ODI)
Working Title Chief People and Culture Officer	Unit/Section Operations/ Administration
Position Number 418-100-4802-900	Effective Date
Name Vacant	Date Prepared 06/27/2025

General Statement

Under the administrative direction of the Deputy Director of Operations, the Staff Services Manager III, serves as the Office of Data and Innovation (ODI) Chief People and Culture Officer and has overall responsibility for developing and implementing human resource strategies that support ODI's mission and goals. The Chief People and Culture Officer (SSM III) has oversight for several key HR functions, including Classification and Recruitment; Performance Management and Policy; Training; Transactions; Exams and Position Control; Return to Work; and Labor Relations Units. The Chief People and Culture Officer (SSM III) leads the development and implementation of ODI human resources policy. The SSM III also administers and ensures compliance with the policies of the California Department of Human Resources (CalHR), the State Personnel Board (SPB), and the State Controller's Office (SCO). This ensures consistent and equitable personnel management practices throughout the Department.

Percentage	Description
35%	Consults and advises the Director, Chief Deputy Director, Deputy Director, all levels of departmental staff, and the Human Resources staff on a variety of personnel issues, such as classification, performance management, labor relations, selection, recruitment,

	<p>and pay. Participates in senior management staff meetings and provides input in determining general departmental policies. Proposes and recommends policies required to effectively administer the Department's personnel management program. Interprets provisions of labor agreements; investigates, recommends, and/or makes decisions regarding disposition of grievances arising out of labor agreement administration, or grievances filed outside of the labor agreements; may participate in the development of State positions on matters within the scope of bargaining; responsible for providing guidance and direction to supervisory/management staff regarding State labor relations policies and proper practices in grievance handling or other areas of labor-management relations and progressive discipline issues. Oversees the review and recommendations for personnel actions for all departmental staff. Plans, organizes, and directs the administration of all human resource functions such as classification and recruitment, payroll and benefit services, workers compensation, reasonable accommodations, progressive discipline/performance management, and labor relations.</p>
30%	<p>Plans, assigns, supervises, reviews, and evaluates the work of subordinate managers and directs staff in projects designed to determine personnel needs and resolve any issues presented. Provides interpretation and appropriate clarification, guidance, direction, and instruction to complete work as needed. Defines program requirements and ensures appropriate resources to ensure unit objectives are implemented in a cost effective and timely manner. Oversees the administration of employee-related matters, such as recruitment, training, evaluation, and discipline for all ODI staff. Oversees the establishment of procedures to improve human resources processes and delivery of services. Ensures effective implementation of programs for employee performance assessment, accurate job classifications, cost-effective and merit-based recruitment and selection, administration of employee benefits and training, and other human resources issues. Develops and recommends personnel management policies, procedures, and programs to the Director and Executive staff, advises departmental managers and supervisors on technical personnel-related issues and implications of proposed personnel management actions, and provides recommendations and alternatives. Manages diversity equity, and inclusion reporting and compliance. Creates DEI initiatives that proactively addresses any areas of concern. Analyzes,</p>

	develops, and oversees implement strategies that promote a culture of inclusion.
20%	Represents ODI at meetings, conferences, public hearings and before SPB and CalHR, on major personnel proposals, disciplinary matters, or other human resources issues. Negotiates with control agencies and employee organizations on the most sensitive human resources matters. Collaborates with and provides support to the Equal Employment Opportunity (EEO) Officer to ensure that EEO policies and management actions are successfully implemented. Work collaboratively with ODI's Chief Counsel to ensure compliance with all relevant employment laws and practices.
10%	Assesses the impact of control agency, legislative or program changes; determines viable alternative methods for problem resolution. Ensures proposed policies are consistent with control agency and administration's guidelines.

MARGINAL FUNCTIONS

%	Description
5%	Responsible for building a cohesive and productive team who provides a comprehensive and robust level of human resources services by ensuring staff are customer focused from a human center design model and perspective.

Supervision Received

The Chief People and Culture Officer will report to the Deputy Director, Operations.

Supervision Exercised: The Chief People and Culture Officer will oversee 1 Staff Services Manager II and 2 Staff Services Manager I (Specialists) classifications.

Working Conditions

The employee regularly works in an indoor and climate-controlled office setting under artificial light. The employee's workstation is located in Sacramento, CA, and is equipped with standard or ergonomic office equipment, as appropriate. May sit for an extended period using a keyboard and video display terminal. Based on departmental or operational needs, the employee may have a teleworking option. Occasional travel may be required to attend meetings offsite, conferences, and/or training classes.

Attendance

Must maintain regular and acceptable attendance at such a level as is determined ODI's sole discretion. Must be regularly available and willing to work the hours the department determines are necessary or desirable to meet its business needs.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. *(If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor.)

A Reasonable Accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of their job or to enjoy an equal employment opportunity.

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Printed Name	Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature	Supervisor Printed Name	Date