

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Career Executive Assignment	<i>Deputy Director</i>
NAME OF INCUMBENT:	POSITION NUMBER:
Vacant	283-401-7500-002
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
	Joelle Ball-Straight
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Program Implementation & Regional Support	Chief Deputy Director (Exempt H)
BRANCH:	REVISION DATE:
California Workforce Development Board	7/2/2025
Duties Based on: <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT– Fraction _____ <input type="checkbox"/> INT <input type="checkbox"/> Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
Check all that apply: <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input type="checkbox"/> May be Required to Work in Multiple Locations <input type="checkbox"/> Requires DMV Pull Notice <input type="checkbox"/> Travel May be Required </div> <div style="width: 50%;"> <input type="checkbox"/> Call Center/Counter Environment <input type="checkbox"/> Requires Fingerprinting & Background Check <input type="checkbox"/> Bilingual Fluency (<i>specify below in Description</i>) <input type="checkbox"/> Other (<i>specify below in Description</i>) </div> </div>	
Description of Position Requirements: (e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)	
none	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Summary Statement: (Briefly describe the position's organizational setting and major functions)	
<p>Under the direction of the Chief Deputy Director and Executive Director of the California Workforce Development Board (CWDB), the Deputy Director of Program Implementation and Regional Support Branch (Program Branch) is responsible for directing the activities of the Program Branch to build a culture of innovation across the workforce development system, including sustained regional leadership, governance models, and systems alignment through grant programs, statewide initiatives, and administrative priorities. Specifically:</p> <ol style="list-style-type: none"> 1) Directing federal workforce initiatives; 2) Directing Governor's priority initiatives; 3) Directing state-funded programs that support partnerships with industry and target populations; 4) Coordinating with state, regional and local-level partner agencies and departments to affect policy and administrative change necessary to realizing regional leadership and innovation; 5) Staffing various Agency workgroups, and CWDB committees and workgroups; and 6) Overseeing the solicitation development, application review and grant awarding process consistent with administrative, agency and organizational priorities 	

7) Managing three Staff Services Manager IIs who leader grant implementation activities including, grant development, soliticiation, agreement execution, grant management, and technical assistance.	
Percentage of Duties	Essential Functions
35%	<p>Direct Federal Workforce Initiatives</p> <p>Work with local workforce development boards (local boards) and regional planning units to use grant funds to:</p> <ul style="list-style-type: none"> • Identify and act on opportunities to align workforce services to industry need. • Build capacity to provide local technical assistance, support regional planning and local board development in order to complete Regional Plans. • Create and promote policies for CWDB that incentivize regional implementation of the State Plan goal of increasing industry-valued credential attainment and apprenticeships.. • Develop and implement regional planning unit decision-making structure and governance agreements. • Support improvement to the workforce system through technical assistance and promoting workforce best practices with local boards and program partners. • Ensure grants are designed to reach the most barrierred and underserved communities, provide supportive services, and promote coordination with partners and employers to train and place individuals in good jobs.
35%	<p>Direct implementation of Governor's priority initiatives and state partnership workforce development grant programs.</p> <ul style="list-style-type: none"> • Work with local boards, the California Workforce Association, Employment Development Department, California community colleges and other workforce partners, national workforce advocates and experts, industry and employer groups, organized labor, and other stakeholders to develop scopes of work and deliverables that support Governor's priority initiatives and state partner workforce training grant program collaborations. • Provide subject matter expertise and strategic guidance to the Program Branch management and staff to ensure effective implementation of grant development, solicitation, execution of agreements, and grant program management that is effective and compliant with CWDB, state, and federal policies on granting as applicable. • Collaboration with LWDA Leadership, state agencies, local boards and local partners to foster improved connections with K-12 education, community colleges, approved apprenticeships, and other sector partners to promote development of career pathways in California that lead directly to good jobs, including identification of alternative funding sources and aligned resources. • Coordinate with state level partners to develop and implement agreements to advise on the spending of their workforce dollars, partner in their solicitations of workforce programs, and/or solicit and manage workforce programs on their behalf. • Develop CWDB grant proposals that promote innovation and alignment with industry and manage team grant review processes.
15%	<p>Coordinate state, regional and local-level partner agencies and departments to affect policy and administrative change necessary to realizing regional leadership and innovation.</p> <ul style="list-style-type: none"> • Promote coordination among the Department of Education, Division of Apprenticeship Standards, the Community Colleges Chancellor's Office, GO-Biz, Employment

10%	<p>Development Department, Employment Training Panel, Health and Human Services Agency, Department of Social Services, Department of Rehabilitation and other state-level partners.</p> <ul style="list-style-type: none"> • Provide technical assistance and strategic advice to local boards, One-Stops, community-based organizations, state agencies and other grantees/stakeholders on developing and implementing programs that link policy and practice through regional, sector-based training collaboratives, leverage expertise in workforce intermediaries, labor-management partnerships, and postsecondary systems to support ongoing dialogue between industry, labor, education, community, and the public workforce system. • Ensure effective communication among state and regional workforce development partners such as the CWDB and its sector committees, local boards, regional planning units, and other partners. • Develop CWDB grant proposals and manage team grant review processes. • Staff the Agency Workgroups as well as a variety of CWDB committees and workgroups • Through these committees and working groups, promote the utilization of pre-apprenticeship and apprenticeship training programs across all state-level partners and programs. • Ensure effective communication among state and regional workforce development partners, the CWDB and its sector committees, local boards, regional workforce & economic development networks, and other partners. <p>Management and Personnel Administration</p> <ul style="list-style-type: none"> • Directly supervises the work of three Staff Service Manager IIs who lead grant development, solicitation, agreement execution, grant management, reporting, and technical assistance. • Develops staff and carry out Department and Branch succession plan strategies. Complete training plans, probation reports, and other personnel-related products in a timely manner, according to the Personnel Management Handbook. • Develops, coaches, and trains staff through effective leadership, delegates work assignments, evaluates performance of subordinates, determines training needs and succession planning.- Manages highly sensitive and confidential personnel matters, implements effective performance management, progressive discipline. Effectively manages discrimination complaints, and labor relations issues in coordination with Human Resources. • Demonstrates knowledge of laws, rules, regulations, and policies including but not limited to, Federal law, Government Code, Unemployment Insurance Code, the State Administrative Manual, and Personnel Management Handbook as relevant and applicable to course of business. • Advises the Chief Deputy Director, Executive Director, and other Deputies within CWDB on all matters related to grant operations and management. • Participates as a member of the CWDB Executive Team by contributing, developing, and implementing the strategic plan and leadership of the district, as well as developing, formulating and establishing district policies.
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Percentage of Duties	Marginal Functions	
5%	Performs other duties and responsibilities of the Chief Deputy Director or Executive Director in their absence as needed.	
4. WORK ENVIRONMENT <i>(Choose all that apply)</i>		
Standing: Occasionally - activity occurs < 33%	Sitting: Continuously - activity occurs > 66%	
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment	
Lighting: Artificial Lighting	Pushing/Pulling: Not Applicable - activity does not exist	
Lifting: Not Applicable - activity does not exist	Bending/Stooping: Not Applicable - activity does not exist	
Other: <i>Click here to enter text.</i>		
Type of Environment: <input type="checkbox"/> High Rise <input checked="" type="checkbox"/> Cubicle <input type="checkbox"/> Warehouse <input type="checkbox"/> Outdoors <input type="checkbox"/> Other:		
Interaction with Customers: <input type="checkbox"/> Required to work in the lobby <input type="checkbox"/> Required to work at a public counter <input checked="" type="checkbox"/> Required to assist customers on the phone <input checked="" type="checkbox"/> Required to assist customers in person <input type="checkbox"/> Other:		
5. SUPERVISION EXERCISED: (List total per each classification of staff)		
Directly-3 SSM II's, Indirectly- 6 SSM I's, 23 SSA/AGPA's		
6. SIGNATURES		
Employee's Statement: <i>I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.</i>		
Employee's Name:		
Employee's Signature:	Date:	
Supervisor's Statement: <i>I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.</i>		
Supervisor's Name:		
Supervisor's Signature:	Date:	
7. HRSD USE ONLY		
Personnel Management Group (PMG) Approval		
<input type="checkbox"/> Duties meet class specification and allocation guidelines.	PMG Analyst Initials	Date Approved
<input type="checkbox"/> Exceptional allocation, STD-625 on file.		
Reasonable Accommodation Unit use ONLY <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:		

Civil Service Classification
Career Executive Assignment

Position Number
283-401-7500-002

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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