



State of California

## Office of Data and Innovation

401 I Street Suite 200, Sacramento, California 95814

### Duty Statement

☐ Current    ☒ Proposed

| Item              | Position information                |
|-------------------|-------------------------------------|
| Office/Department | Office of Data and Innovation (ODI) |
| Unit/Section      | Operations- Talent                  |
| Classification    | Manager I                           |
| Working title     | Head of Talent and People Services  |
| Position number   | 418-100-4969-001                    |
| Prepared date     | 12/03/2025                          |
| Effective date    | TBD                                 |
| Name              | Vacant                              |

### General Statement

Under the general direction of the Chief People and Culture Officer, the Head of Talent and People Services serves as a member of the Operations management team and plays a significant role in the decision making and development of priorities, policies, and practices pertaining to recruitment and hiring, classification and pay determination, transactions, workforce development, performance management, return to work and organizational change management. The Head of Talent supervises, guides, and reviews the work of subordinate supervisor and technical staff, and provides expert-level consultation on personnel matters and special assignments to ODI leadership.

### Essential Functions

| %   | Description                         |
|-----|-------------------------------------|
| 35% | <b>Personnel Strategic Planning</b> |

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|     | <ul style="list-style-type: none"> <li>• Develop policies and procedures for the identification, acquisition and retention of ODI employees aligned with the strategic vision and capabilities of ODI.</li> <li>• Provide guidance and assistance to Operations leadership in creating and maintaining effective Human Resources contingency plans to promote operational continuity, workforce stability and organizational resilience.</li> <li>• Develop, implement, and evaluate ODI's workforce planning to align with strategic planning so that human capital needs align with organization goals and objectives.</li> <li>• Develop comprehensive employee engagement and retention strategies and execute related programs and services.</li> <li>• Implement ODI policies to ensure such talent initiatives are in compliance with all laws and regulations relative to recruitment, selection, certification, performance management, development and mentoring, training and workforce management.</li> <li>• Guide ODI leadership, staff, and external stakeholders on issues and decisions regarding internal training, workforce development, and change management.</li> <li>• Help ODI units understand the policies and regulations that govern talent activities, and the constraints and opportunities they present.</li> <li>• Demonstrate thought leadership and contributing best practices in recruitment and hiring, classification and pay determination, transactions, strategic planning, workforce development, succession planning, performance management, return to work and organizational change management.</li> </ul>        |
| 30% | <b>Supervision and Implementation</b> <ul style="list-style-type: none"> <li>• Develop and implement recruitment strategies to ensure a pipeline of incoming talent to fill critical positions throughout ODI.</li> <li>• Direct and oversee the activities of transactions staff, ensuring the work of the work is in compliance with all related civil service laws and rules, Agency policies and memorandums of understanding (MOUs) and the delivery of high-quality and timely services to ODI staff. Review and audit transaction related work to ensure accurate completion.</li> <li>• Direct and oversee the activities related to classification and pay (C&amp;P). Review and audit work related to C&amp;P to ensure accurate completion which is consistent with departmental policy, personnel laws, rules, and regulations and control agency requirements.</li> <li>• Direct and oversee activities related to return to work for ODI employees.</li> <li>• Keep management informed of critical personnel issues and problems. Handle the more complex and the most sensitive personnel activities within ODI.</li> <li>• Provide opportunities for the team to deliver their best work through inclusive engagement and development practices. Mentor, coach and inspire the talent team using the same methods.</li> <li>• Provide direct supervision to the Talent team including, but not limited to, recruitment and selection of staff, writing probationary reports and performance appraisals, managing performance and setting clear expectations for staff, approving time off requests, and other supervisory functions.</li> </ul> |
| 15% | <b>Department Compliance</b> <ul style="list-style-type: none"> <li>• Prepare, process, review and submit Request for Personnel Actions (RPA) and Exempt Position Request (EPR).</li> </ul>  |

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|     | <ul style="list-style-type: none"> <li>• Apply laws, rules, policies, and procedures as they relate to payroll, personnel, leave, and benefit transactions.</li> <li>• Communicate with the Union regarding policies and employee rights.</li> <li>• Prepare and present training to managers and supervisors, and staff of all levels to ensure they are informed of their responsibilities and obligations as it relates to the civil service merit system.</li> <li>• Implement ODI's performance management program based on ODI policy, working with managers to ensure best practices are being implemented. Ensure annual completion of Performance Appraisals and Individual Development Plans (IDP).</li> <li>• Provides leadership in audit projects and tasks, composes audit responses, and implements recommended process changes.</li> </ul> |
| 15% | <b>Culture and Inclusion</b> <ul style="list-style-type: none"> <li>• Lead strategic delivery of organizational assessments, engagement and culture assessments.</li> <li>• Advocate for diversity, equity, and inclusion (DE&amp;I) in the workplace, including leading the Disability Advisory Committee (DAC).</li> <li>• Develop, implement and evaluate methods to integrate DE&amp;I into a wide range of talent functions throughout the employee life cycle.</li> </ul>  |

### Marginal Functions

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| 5% | <ul style="list-style-type: none"> <li>• Support and scale ODI's Talent function and improve competencies of other state teams through playbooks, approaches, communities of practice and other training channels.</li> <li>• Participate in professional development activities in order to stay abreast of emerging trends and innovations affecting ODI's talent programs.</li> <li>• Represent the department in meetings on sensitive and significant issues with CalHR, SPB, and other agencies.</li> <li>• Oversee and coordinate various special projects. Perform ad hoc research and analysis on a wide range of talent-related topics.</li> <li>• Perform other assignments as appropriate and required.</li> </ul> |
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### Supervision Received

The Head of Talent and People Services will report to the Chief People and Culture Officer (SSM III).

### Supervision Exercised

The Head of Talent and People Services directly supervises two Staff Service Manager I's (SSM I). ODI plans to expand supervision exercised by this role, dependent on future BCP's.

### 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. Based on departmental or operational needs, work can be performed remotely. The employee can work from anywhere within California. Occasional travel may be required to attend offsite meetings, conferences, and training classes. May sit for an extended period using a

keyboard and video display terminal. On occasion, may require flexible work schedules, including some evening hours to complete assignments, meet deadlines, and provide support to the Directorate.

### **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.

| <b>Employee Signature</b> | <b>Employee Printed Name</b> | <b>Date</b> |
|---------------------------|------------------------------|-------------|
| <br><br><br><br><br>      |                              |             |

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

| <b>Supervisor Signature</b> | <b>Supervisor Printed Name</b> | <b>Date</b> |
|-----------------------------|--------------------------------|-------------|
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