

DUTY STATEMENT



CURRENT
 PROPOSED

CIVIL SERVICE CLASSIFICATION Deputy Labor Commissioner Regional Manager			WORKING TITLE Regional Manager - PW	
PROGRAM NAME Division of Labor Standards Enforcement			UNIT NAME Public Works	
ASSIGNED SPECIFIC LOCATION Van Nuys			POSITION NUMBER 400 – 594-9499-057	
BARGAINING UNIT M02	WORK WEEK GROUP E	BILINGUAL POSITION No	CONFLICT OF INTEREST FILER Yes	BACKGROUND CHECK No

General Statement

Under the direction of the Assistant Chief of the Division, the incumbent functions as the Regional Manager over a group of Public Works Labor Commissioner Office locations within the State of California. The incumbent plans, organizes, directs and coordinates the work of a group of Public Works offices to ensure proper training, support and consistent adherence to division administrative policies and procedures. In addition, initiates and fosters training development within Public Works, promotes outreach activities to educate the public, and engages with community stakeholders to address issues and build stronger compliance and enforcement awareness.

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

Percentage of Time Spent	Duties Essential Job Functions
40%	Advises and assists Deputy Labor Commissioner Supervisor with unique and/or complex investigations, personnel and other job related issues. Provides guidance to subordinate staff in interpreting and applying divisional administrative policies. Provides ongoing training support and guidance to Deputy Labor Commissioner Supervisor involving personnel including new hires, growth and development for existing staff, in maintaining existing and achieving new program goals. Monitors productivity in order to provide meaningful feedback and make recommendations; works closely with Senior Deputies to address productivity challenges. Effectively communicates expectations to Deputy Labor Commissioner Supervisor and apprise higher- level management of action plans surrounding performance management issues as appropriate. Oversight in the preparation of time study workload reports to address program challenges and provides recommendations and/or solutions to resolve such challenges. Assures physical safety of personnel in local programs/offices by communicating effectively and working with local leaders regarding such matters, following protocols and making informed decisions with the advice of higher-level management and in coordination with other impacted programs/division.
30%	Develop, implement and assist in the delivery of internal training and external training and/or outreach activities and actively participates in coordinating for teams to advance the compliance and enforcement efforts of the Labor Commissioner’s

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	<p>Office. Serves as liaison and regularly meets with other leaders, program management teams within the division/department, and stakeholders to build relationships and to solve problems or concerns. Provides guidance and direction to Deputy Labor Commissioner Supervisor regarding the documentation and maintenance of adequate records related to the work progress of teams and individuals. Proactively consults and provides advice to support Deputy Labor Commissioner Supervisor with the development of program plans and to address work challenges and/or performance management issues. Initiates and coordinates the preparation of statewide statistical reports using web-based systems, databases, and case management systems for legislative reporting and work justifications in budget change proposal processes.</p>
20%	<p>Coordinates with PW Legal team regarding enforcement strategies and participates in global settlement meetings, hearings on the merits, and civil citation hearings in the most complex or unique matters or when needed to alleviate the operational workflows in local and statewide programs. Reviews and provides second-level approval on investigations of high dollar Civil Wage and Penalty Assessments issued, and in recommendations to further pursue criminal and debarment action against contractors. Coordinates responses to requests for records made by the public and pursuant to the Public Records Act and under Division policies and procedures. Initiates and coordinates press release communications and in media and legislature responses. Participates in new and continuous training to enhance law enforcement skills, legal comprehension, and calculation methods and application in order to improve knowledge and investigatory expertise. Assists other offices and programs in the performance of similar duties , including staffing public information duties and mail processing remotely or in person. Coordinates and/or participates in onboarding of new hires, which may include onboarding of supervisory, professional and administrative staff.</p>
Percentage of Time Spent	Marginal Job Functions
5%	<p>Makes presentations before stakeholders, legislators, labor organizations, and a variety of public groups to educate and promote compliance and enforcement of Public Works laws and regulations</p>
5%	<p>Performs other job-related duties for the division/department as needed.</p>

Conduct, Attendance, and Performance Expectations

- Work duties are expected to be performed productively & efficiently. Conduct shall be respectful and reflective of a professional team environment, and in accordance with the Labor Commissioner’s Office mission and vision.
- Communication shall be clear, concise and timely with leadership, teammates, and the public we serve. Communication shall be in a manner that encourages open dialog to achieve mutual understanding, problem solve, and build trust.
- Trust is crucial to building a working relationship and team environment. Team members are



expected to continually monitor their work, provide timely responses to the public in accordance with relevant policies and procedures, and practice decorum in such communication. Work challenges and the inability to meet deadlines are to be communicated immediately to leadership.

- Team members are expected to report timely to their work shifts, work the required hours for their time base and in accordance with the position's work week group, abide by relevant attendance policies, and be mindful of the impact of one's attendance to the overall work of the program and team morale.

Supervision Received

Under the direction of the Assistant Chief of the Division.

Supervision Exercised

The Deputy Labor Commissioner Regional Manager functions as the Regional Manager over a group of Public Works Labor Commissioner Office locations within the State of California.

Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts

Work Environment

Click or tap here to enter text.

Special Requirements/Other Information

Travel may be required.

Physical Abilities

This position requires the ability to remain in a stationary position for long periods of time and work at a computer for extended periods of time and to safely move or transport office supplies and equipment weighing up to 25 pounds.

Additional Requirements/Expectations

Personal Contacts

Makes presentations before stakeholders, legislators, labor organizations and a variety of public groups to educate and promote compliance and enforcement of public works laws and regulations.

Employee Acknowledgment

I have read and understand the duties listed above and certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform these assigned duties as described above with or without reasonable accommodation. If you believe a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Medical Management Unit in the Human Resources Office.

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Employee Name

Employee Signature

Employee Sign Date

Supervisor Acknowledgment

I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name

Supervisor Signature

Supervisor Sign Date

HUMAN RESOURCES OFFICE APPROVAL

C&S Analyst Initials

Approval Date