



- Current
- Proposed

Civil Service Classification: Supervisor II

Working Title: Equal Employment Opportunity Officer - Workforce Development Manager

Division Branch Name: Administrative Services, Human Resources Branch

Incumbent: Vacant

Position Number: 797-650-4801-950

Effective Date:

Conflict of Interest (COI): Y

FLSA Status: Exempt

CBID: S01

Tenure: Permanent

Time Base: Full-Time

You are a valued member of the department's team. All CDA employees are expected to work collaboratively with internal and external stakeholders to enable the department to provide the highest level of service possible. Your efforts to treat others fairly, honestly, and with respect are important to everyone who works with you. We value diversity at CDA and we strive to achieve equity and inclusion in the workplace for all employees. We believe that a diverse workforce and inclusive workplace culture enhances the performance of our organization and the quality of representation that we provide to a diverse client base.

Primary Domain(s): N/A

**DESCRIPTION:**

Under the general direction of the Chief Human Resources Officer, the Supervisor II (Equal Employment Opportunity Officer (EEO) and Workforce Development Manager) is responsible for overseeing the design, organization, and implementation of outreach and recruitment strategies, training and staff development. The incumbent will be responsible for planning, coordinating and managing all aspects of CDA's Equal Employment Opportunity, Workforce Succession Planning, Position Control, Human Resources Training Requirements, outreach and recruitment strategies, training and staff development, and ensure all applicable personnel laws and rules are adhered to in performing personnel services. The incumbent will oversee a team of analysts and will employ various recruitment strategies, as well as employee succession and retention plans, and prepare a variety of reports for leadership while auditing the various recruitment and transactions functions. The incumbent will also oversee all Exempt Entitlement appointments and terminations.

The Supervisor II also serves as the Equal Employment Opportunity (EEO) Officer and directly reports to the Director on EEO-related matters.

## **ESSENTIAL JOB FUNCTIONS:**

### **35% Equal Employment Opportunity (EEO) Officer**

Reporting directly to CDA's Director, the Supervisor II serves as the EEO Officer. Objectively monitors and assesses personnel policies and practices to effectively administer EEO programs. Keeps up to date with laws, rules, and regulations related to civil rights and EEO-related policies, procedures, and practices. Drafts EEO policies in compliance with the Title VII of the Civil Rights Act, Americans with Disabilities Act, the California Fair Employment and Housing Act, and other pertinent state and federal mandates. Oversees the staff performing all formal and informal investigations of discrimination, harassment, and retaliation complaints, and makes EEO-related recommendations to the Director at the conclusion of the investigation. Develops and delivers training to the EEO investigators and reviews the final EEO reports with the Human Resources Branch. Ensures EEO is incorporated into training and recruitment activities. Completes and submits the Annual Workforce Analysis Report to the California Department of Human Resources (CalHR). Prepares necessary reports on appointments and discrimination compliant activity.

**25%** Oversees the workforce development, training and employee retention for CDA by managing the day-to-day workload of the analysts, including the assignment of work and priorities, and monitors progress of various workloads. Serves as the project manager for public-facing events such as workshops and presentations, as well as virtual events, by coordinating and managing the success of the events. Develops and maintains current workforce and succession plans and prepares and submits other various reports for leadership on workforce development program planning and initiatives. Establishes and maintains CDA's training succession plan and assesses and determines the Departments need for learning programs and systems and identifies the operational need and cost for third-party vendors for training. Identifies key positions and associated competencies for employee development. Supports the Training Officer in the development and design of training programs, including their scope of work and presentation.

**20%:** Oversees the Position Control program, responsible for tracking and maintaining CDA's current and vacant positions. This includes verifying the establishment of Budget Change Proposals, blanket and limited-term positions, as well as position expenditures. May collaborate with the Department of Finance and the State Controller's office on the funding of positions and management policies and ensure necessary position documents are approved and routed correctly. Collaborate with the Department's Budget Office and leadership on position establishment and movement, and responsible for the development and dissemination of position logs and various reports. Verify Request for Personnel Actions for consistency and oversees auditing of recruitment and transaction documents. Coordinates and conducts required audits of Requests for Position Actions (RPA) and prepares audit reports for Chief Human Resources Officer, CalHR, and the State Personnel Board (SPB).

**10%: Administrative Functions**

Trains and develops staff and provides timely feedback. Conducts regular meetings with staff and managers on pending work assignments. Prepares and issues performance appraisals and probationary reports for staff and identifies training needs. Performs recruitment and hiring functions as necessary to ensure operational work requirements are met. Attends mandatory trainings.

**5% Exempt Entitlements**

Functions as the program specialist for all Exempt Entitlement appointments and terminations. May act on behalf of the Chief Human Resources Officer such as working closely with CalHR, SPB, the California Health and Human Services Agency (CHHS), Director's Office, and the Administrative Services Deputy Director. Establishes and maintains policies and procedures regarding all aspects of Exempt Entitlement appointments. Determines return rights for Exempt Entitlement employee terminations. Develops and provides Exempt Entitlement reports to Chief Human Resources Officer, Administrative Deputy Director, Director's Office, CHHS, and control agencies as requested

**MARGINAL JOB FUNCTIONS:**

5% Performs other job-related duties as assigned.

**TRAVEL:** This position may be required to travel to conferences, recruitment and outreach events.

**TYPICAL WORKING CONDITIONS:**

The physical work location of the position is designated at the department's headquarters location, a three-story building and standard office modular workspace located in Natomas. The duties of the position require sitting for long periods of time while using a personal computer, reviewing documents, and attending meetings whether they are digital (i.e., Zoom, WebEx, MS Teams, etc.) or in person.

**EQUAL EMPLOYMENT OPPORTUNITY:**

The California Department of Aging is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is the policy of CDA to provide equal employment opportunity to all employees and applicants; those employees have the right to work in an environment free from discrimination; those consumers have the right to receive services free from discrimination in compliance with local, state, and federal laws.

**To be reviewed and signed by the supervisor and employee:**

**SUPERVISOR'S STATEMENT:**

- I have discussed the duties and responsibilities of the position with the employee.
- I have signed and received a copy of the duty statement.

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**Supervisor's Signature and Date**

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**Supervisor's Name and Title**

**EMPLOYEE'S STATEMENT:**

- I have discussed the duties and responsibilities of the position with my supervisor.
- I have signed and received a copy of the duty statement.
- I am able to perform the essential functions listed with or without reasonable accommodation (if you believe reasonable accommodation is necessary, discuss your concerns with your supervisor. If unsure of a need for reasonable accommodation, inform your supervisor who will discuss your concerns with Human Resources.)
- I understand that I may be asked to perform other duties as assigned within my current classification, including work in other functional areas as business needs require.

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**Employee's Signature and Date**

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**HUMAN RESOURCES BRANCH USE ONLY:**

- Duties meet class specification and allocation guidelines.
- Exceptional allocation, STD 625 on file.

Analyst initials: VP Date Approved: 4/2026

Revision Date (if applicable): \_\_\_\_\_