

POSITION DUTY STATEMENT

DFPI-HRO 203 (Rev. 08-21)



NAME	EFFECTIVE DATE
CLASSIFICATION TITLE CEA A	POSITION NUMBER 410-111-7500-XXX
WORKING TITLE Assistant Deputy Commissioner, Human Resources Office	DIVISION/OFFICE/UNIT/SECTION Administration/Human Resources Office (HRO)
BARGAINING UNIT M01	GEOGRAPHIC LOCATION Sacramento

General Statement: Under the general direction of the Deputy Commissioner of Administration, the Assistant Deputy Commissioner, Human Resources (CEA A), serves as the Department’s executive responsible for establishing, directing, and overseeing department-wide human resources policies and programs.

The CEA A provides executive leadership for all Human Resources Office (HRO) functions and ensures that human resources policies, practices, and programs align with statewide mandates, departmental priorities, and organizational needs. The CEA A serves as the Department’s principal authority on human resources policy and provides executive-level guidance on complex and sensitive personnel matters.

40% – Executive Human Resources Policy Leadership & Strategic Direction (E):

Establishes enterprise-wide human resources governance frameworks and executive decision standards, delegating operational execution to subordinate managers while retaining accountability for policy integrity, legal risk, and organizational outcomes.

Establishes department-wide human resources policies and frameworks governing labor relations, performance management, workforce planning, and compliance.

Provides strategic direction and expert consultation to the Deputy Commissioner of Administration, Chief Deputy Commissioner, and executive leadership on complex and sensitive human resources matters, including disciplinary actions, grievances, workplace investigations, and organizational changes.

Directs the development, interpretation, and implementation of human resources policies to ensure compliance with CalHR, State Personnel Board (SPB), State Controller’s Office (SCO), and other applicable laws and regulations.

Leads the development and implementation of workforce planning and succession strategies to ensure alignment with departmental priorities and long-term organizational sustainability.

Ensures consistent application of human resources policies across all divisions and programs, promoting equity, accountability, and operational effectiveness.

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20% – Labor Relations, Risk Management & Compliance (E)

Establishes and directs department-wide labor relations and employee relations policies, including disciplinary frameworks, grievance processes, and workplace investigations.

Provides executive oversight and direction on high-risk personnel matters, ensuring decisions are legally sound, consistent, and aligned with departmental policy.

Serves as the Department’s lead advisor on labor relations matters and represents the Department in interactions with labor organizations and control agencies.

Identifies and mitigates workforce-related risks, including compliance risks, legal exposure, and operational impacts.

Ensures alignment with statewide mandates and evolving regulatory requirements.

15% – Program Oversight & Organizational Effectiveness (E):

Provides executive oversight of all Human Resources Office functions, including Personnel Services, Recruitment and Examinations, Classification and Compensation, Labor Relations, Training, Reasonable Accommodation, and Workplace Health and Safety.

Establishes performance standards, service delivery expectations, and accountability measures for all HRO programs. Directs the development and use of metrics, dashboards, and reporting tools to monitor performance, identify trends, and support executive decision-making.

Leads organizational development initiatives, including leadership development, workforce engagement, and performance improvement efforts.

15% – Executive Advisory & External Coordination (E):

Serves as the primary liaison with control agencies, including CalHR, SPB, and SCO, on human resources policy and compliance matters.

Represents the Department in statewide initiatives, task forces, and workgroups related to human resources and workforce development.

Leads organizational change initiatives related to workforce transformation, structural realignment, and culture change, ensuring executive alignment, stakeholder engagement, and sustained adoption across divisions.

Navigates politically sensitive, high-visibility personnel matters with sound judgment, discretion, and awareness of reputational, legislative, and public accountability considerations.

Provides executive briefings, policy recommendations, and strategic guidance to executive leadership and external stakeholders.

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Collaborates with other departments and agencies to ensure alignment with statewide human resources practices and initiatives.

10% – Special Assignments (E):

Performs special projects, executive assignments, acts on behalf of the Deputy Commissioner of Administration, and other job-related duties as required to support departmental priorities and operational needs.

A. Supervision Received

The CEA A reports directly to and receives the majority of assignments from the Deputy Commissioner of Administration; however, direction and assignments may also come directly from the Chief Deputy Commissioner (Exempt) or Commissioner (Exempt).

B. Supervision Exercised

The CEA A is responsible for the direct supervision of two Manager I's, a Supervisor I, an Analyst II, and an Office Technician.

C. Administrative Responsibility

The incumbent performs the full range of supervisory and management duties, including, but not limited to: interpret and adhere to policies, rules, laws, regulations, and bargaining unit contracts; provide direction and guidance regarding work assignments and daily work activities to ensure timely completion of assignments; review work and evaluate performance of staff by providing regular feedback and completing timely probationary reports, annual performance appraisals, and individual development plans; monitor employee performance and, if necessary, utilize progressive discipline principles and procedures; complete personnel documentation and utilize the competitive hiring process; and approve or deny administrative requests including leave, overtime, travel, and training.

D. Personal Contacts

The CEA A has daily contact with all levels of Department personnel, the executive staff, as well as representatives from other state agencies, control agencies, legislative staff, and the general public.

E. Actions and Consequences

Regular and consistent attendance is critical to the successful performance of this position due to the workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.

F. Functional Requirements

The incumbent works 40 hours per week in an office setting, with artificial light and temperature control. The use of a personal computer, telephone, copier, and fax machine is essential to the duties of this position.

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Frequently:

- Sitting at a desk, in a chair, and in front of a computer screen.
- Moving/walking about the office and standing or sitting during meetings.
- Using a multi-line telephone console or a cordless telephone with headset.
- Utilizing Microsoft Teams to connect with Internal Audits and DFPI staff during remote work.
- Bend (neck and waist), squat, kneel, and twist (neck and waist).
- Perform repetitive hand motion, simple grasping, fine manipulation, pushing and pulling with right and left hands.

Occasionally:

- Reaching (above and below shoulder level).
- Traveling via private or public transportation (i.e., driving automobile, airplane, etc.) including overnight travel inside California may be required.
- Lifting and carrying up to 20 pounds.

G. Other Information

The position routinely works with sensitive and confidential issues and/or materials and is expected to maintain the privacy and confidentiality of documents and topics pertaining to individuals or to sensitive program matters at all times.

The desirable qualifications for this position are as follows:

- Establish and maintain cooperative working relationships with management and others contacted in the course of their work.
- Logic & reasoning skills.
- Review organizational problems, analyze data for accuracy, compliance and/or efficiency, reach sound conclusions and take effective action.
- Strong verbal and written communication skills.
- Effectively handle multiple tasks and changing priorities.
- Superior interpersonal skills.
- Ability to work independently and as a team member.
- Willingness to travel to other DFPI locations in California.
- To participate in teambuilding, brainstorming, and planning sessions for identifying solutions for addressing problem areas or issues.
- Ability to make timely and effective decisions.
- Ability to effectively present information to an audience and communicate effectively in writing.

CONFLICT OF INTEREST

This position is subject to Title 10, § 250.30 of the California Code of Regulations, the Department of Financial Protection and Innovation’s Conflict of Interest Regulations, the

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incumbent is required to submit a Statement of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1st and within 30 days of leaving office.

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. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

Employee Signature

Date

Employee's Printed Name, Assistant Deputy Commissioner, Human Resources

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

Date

Sophia Smith, Deputy Commissioner, Administration