

Current Proposed

Classification Title Personnel Program Manager I	Division/Unit Personnel Management Division/Consultant Services
Working Title Personnel Manager	HQ Designation CalHR Sacramento
Position Number 363-600-5322-xxx	Date Prepared 05/07/2026
Name	Effective Date

CalHR Mission, Vision, and Values

The California Department of Human Resources (CalHR) is responsible for issues related to employee salaries and benefits, job classifications, civil rights, training, exams, recruitment and retention. For most employees, many of these matters are determined through the collective bargaining process managed by CalHR.

Our Mission: To serve as the trusted advisor to our strategic partners and the public, providing exceptional human resource services and guidance in developing a diverse and inclusive workforce.

Our Vision: Shaping California’s future of public service excellence with fair and equitable employment opportunities and a diverse, engaged workforce.

CalHR Core Values: People Centric, Leadership, Accountability, DEIA, Integrity, and Transparency.

General Statement

Under general direction of the Division Chief, the Personnel Program Manager I oversees the day-to-day administrative activities of a team of personnel professionals within the Personnel Management Division and provides classification policy guidance to departments and agencies relative to the State’s classification structure. The Personnel Program Manager I supervises professional staff engaged in providing technical and analytical classification and compensation support in administering the state’s classification plan. This position also takes a leadership role in addressing complex statewide personnel management issues in cooperation with other managers, divisions and stakeholders in the other various areas for which PMD provides consultant services, such as the Personnel Services, Service and Seniority, Exempts, and Training. Duties include, but are not limited to, the following:

Job Functions

[Essential (E) / Marginal (M) Functions] conducted [Onsite (O) / Virtually (V)]:

An itemized listing of the specific job duties and the percentage of time spent on each separate and distinct task, with essential and marginal functions identified. Percentages must be listed in descending order and must equal 100.

Percentage	(O) / (V)	Essential Job Duties
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40%	OV	<p>Supervises, leads, guides and mentors professional personnel staff providing consultation and direction to state departments and control agencies with respect to management and development of human resources programs such as classification, salary, leave, layoff, and seniority. Supervises, leads, guides, and mentors professional personnel staff engaged in providing technical support and complex analytical work to internal divisions within CalHR and the Labor Relations Division while in contract negotiations, and during the administration and implementation of bargaining unit contracts.</p> <p>Leads staff and reviews work products through the board item process, out of class analyses and compensation programs including salary analysis, pay differentials, red circle rates, special salary adjustments, the CEA program, and salary relationships. Provides direction in classification and compensation principles and the resolution of personnel management issues requiring exceptions to rule or policy. Plans the work and manages the work performance of section staff. Ensures continuous development of staff so that quality service is provided to all CalHR customers and provides for the continuity of workforce expertise in classification and compensation principles.</p>
30%	OV	<p>Provides consultation and direction to PMD management in identifying statewide management problems and solutions in order to address current needs. Makes recommendations to the Division Chief, PMD management team and Executive staff regarding the development of program proposals, enhancements or changes to existing programs and the implementation of new statewide program policies. Maintains an ongoing familiarity with current personnel issues and shares that information with both management and subordinate staff to ensure consistent application of policy, practices and procedures. Provides oversight and independent direction for program work in response to State statutory requirements, administration direction, and internally-initiated programs. Ensures that the coordination of classification and pay program policies and/or directives are not in conflict with the Labor Relations and Benefit Division programs.</p>
15%	OV	<p>Provides oversight, direction, and guidance to staff conducting reviews of departmental position allocation actions, modifications to the state's classification plan (new and revised classes), out-of-class analyses and personnel practices; and ensures appropriate adjustments are made to the departmental delegation authority, as needed.</p>
Percentage	(O) / (V)	Marginal Job Duties
15%	OV	<p>Assists with special projects, such as classification changes, drafting of policy memos, and serving on inter-disciplinary project teams.</p>

Supervision Received

The incumbent reports directly to and receives the majority of assignments from the Division Chief, Personnel Management Division.

Supervision Exercised

The incumbent directly supervises Staff Personnel Program Analysts.

Special Requirements/Desirable Qualifications

Strong leadership experience in managing and coaching a team, including managers, providing clear direction to team members, supporting their work and growth, and successfully administering human resources programs. Personnel management experience is required in either a control agency setting or a line department, as well as familiarity with principles of classification and pay, salary setting, and requirements of the Dills Act.

Strong change management, project management, and organizational skills with the ability to plan, develop, implement, and track program outcomes to meet the organization's strategic goals and objectives.

Demonstrate ability to work under pressure and handle multiple competing priorities simultaneously while constantly meeting deadlines.

Demonstrate ability to analyze complex program/day-to-day operations issues, make sound recommendations, and present them to upper management and stakeholders for input and buy-in.

Demonstrate ability to effectively communicate orally and in writing with individuals at all organizational levels and with internal and external stakeholders.

Demonstrate ability to build relationships and work well with internal and external stakeholders, including executive leaders, State departments, and other program stakeholders.

Demonstrate ability to provide superb customer service to internal and external stakeholders. Demonstrate ability to maintain a high degree of confidentiality.

CalHR employees are expected to model and support CalHR Core Values.

Working Conditions

The duties of this position are performed indoors at the 1515 "S" Street building. The employees' workstation is equipped with standard or ergonomic office equipment, as appropriate.

To promote collaboration, team cohesion, and employee development, CalHR operates on a hybrid schedule in accordance with both Statewide and CalHR's Telework Policies.

Attendance

Employees must maintain regular and acceptable attendance, as determined solely by the Department. They must be regularly available on-site or virtually and willing to work the hours deemed necessary or desirable to meet the Department's business needs.

Employee Acknowledgement

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation (RA). * (If you believe an RA 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 RA Coordinator.)

*An RA 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.

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Employee Signature	Employee Name	Date
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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	Supervisor Name	Date