

# California Department of Tax and Fee Administration

## DUTY STATEMENT

CURRENT  
 PROPOSED

SCHEDULE TO BE WORKED/WORKING HOURS		EFFECTIVE DATE	
CIVIL SERVICE CLASSIFICATION <b>Supervisor II</b>		WORKING TITLE <b>Supervisor, Talent Acquisition and Executive Recruitment Section</b>	
DIVISION/OFFICE/UNIT <b>Admin/HRB/TAERB/TAERS</b>		SPECIFIC LOCATION ASSIGNED TO <b>Sacramento Headquarters</b>	
SEERA DESIGNATION <b>Supervisory</b>	BARGAINING UNIT <b>S01</b>	WORK WEEK GROUP <b>E</b>	CERTIFICATES REQUIRED <b>None</b>
FINGERPRINTS/BACKGROUND CHECK REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	BILINGUAL POSITION <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	SUPERVISION EXERCISED <b>Yes</b>	
INCUMBENT		POSITION NUMBER (Agency-Unit-Class-Serial) <b>291-331-4801-007</b>	
<p><i>The mission of the California Department of Tax and Fee Administration is to make life better for Californians by fairly and efficiently collecting the revenue that supports our essential public services.</i></p>			
<p><b>POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS</b></p> <p>Under the general direction of the Manager II, the Supervisor II provides leadership and oversight for the Talent Acquisition and Executive Recruitment Section (TAERS), directing the outreach, recruitment, selection, CEA and Exempt appointment processes, and supporting BOE hiring and exam functions through subordinate supervisors. The Supervisor II leads complex and sensitive human resources initiatives, provides expert consultation to department executives and senior leaders, and ensures compliance with civil service laws, rules, and CalHR delegation requirements. The Supervisor II provides authoritative consultation on the most complex and sensitive personnel matters; ensures compliance with CEA salary caps and reporting requirements; and audits the establishment and use of CEA and Exempt positions. The Supervisor II leads the development and delivery of department-wide training, establishes TAERS policies and procedures, and provides strategic recommendations to senior leadership. The Supervisor II ensures program alignment with departmental strategic goals, oversees workload and performance metrics, and prepares high-level confidential reports to support executive decision-making. Travel may be required up to ten percent (10%) of the time.</p> <p><b>Candidate must be able to perform the following essential job functions with or without reasonable accommodation.</b></p>			
<b>PERCENTAGE OF TIME SPENT</b>	<b>DUTIES</b>		
35%	<p><b><u>ESSENTIAL JOB FUNCTIONS</u></b></p> <p>Oversees the work of TAERS through subordinate supervisors, provides leadership to the Outreach and Recruitment Unit, the Hiring and Examination Unit, and the CEA and Exempt Appointment function. Serves as both a first- and second-level supervisor by setting priorities, managing workload, and offering expert guidance on the most complex and sensitive human resources matters. Ensures TAERS operations are collaborative, efficient, and aligned with HRB goals, civil service laws, rules, and departmental policies. Participates in all personnel management activities for TAERS team members, including recruitment, selection, training and development, performance evaluations, and corrective or disciplinary actions.</p>		
35%	<p>Leads the review, development, implementation, and continuous improvement of TAERS policies, procedures, and workflow standards to ensure consistent, compliant, and efficient program operations. Monitors and evaluates legislation, regulations, statewide policy directives, and industry trends affecting talent acquisition and executive recruitment, recommending updates to departmental procedures as necessary. Ensures TAERS program goals and initiatives align with the CDTFA Strategic Plan and collaborates with Human Resources Bureau (HRB) leadership and staff to support bureau-wide priorities. Oversees and coordinates the preparation and submission of required reports, audits, and program evaluations to ensure accuracy, completeness, and compliance with state mandates.</p>		

15%	Participates in activities supporting the Talent Acquisition and Executive Recruitment Branch, including working in partnership with the Talent Acquisition Section (TAS). Responsibilities may include serving as the backup Project Manager for the CDTFA Classification Specification Revision Project and ensuring proposed classification specifications remain aligned with departmental functions and comply with civil service laws, rules, and regulations. Coordinates with the Labor Relations Office to ensure adherence to memorandums of understanding and bargaining agreements, and consults with Executive leadership to assess organizational needs.
10%	As a member of the HRB leadership team, represents CDTFA at conferences, meetings with control agencies, HR-related events, and delivers formal presentations to Executive leadership, CDTFA staff, and external stakeholders as needed. Develops, implements, and monitors workload tracking systems and performance measures, and leads business process improvement initiatives that support automation projects. Coordinates, reviews, and ensures the timely and accurate completion of annual reports and audits related to TAERS.
5%	<p><b><u>MARGINAL JOB FUNCTIONS</u></b></p> <p>Performs other job-related duties, as required.</p>

**WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED FOR THE JOB (if applicable):**

**Work Environment:**

- May work in a high-rise building

**Physical Abilities:**

- Daily use of a personal computer, office equipment, and/or telephone
- Ability to remain in a stationary position, consistent with office work, for extended periods of time
- Travel may be required up to ten percent (10%) of the time.

**Additional Requirements/Expectations:**

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***I have read this duty statement and fully understand that I must perform the Essential Job Functions of my position with or without reasonable accommodation.***

PRINT EMPLOYEE NAME	EMPLOYEE'S SIGNATURE	DATE
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***I certify that the above accurately represents the duties of the position and that I have reviewed these duties with the above named employee.***

PRINT SUPERVISOR NAME	SUPERVISOR'S SIGNATURE	DATE
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**HRB Approval Date: 06/15/2026**      **C&P Analyst Initials: GG**