

Percentage of Duties	Essential Functions
10%	<p>Plans and directs the activities and resources of the Eureka site, which include CalJOBSSM, Trade Readjustment Act, Youth Employment Opportunity Program, Veterans Services, Rapid Response, Public Service Project, and Core Services. Coordinates with the management team and partners involving line staff in the planning process for the Eureka office.</p> <ul style="list-style-type: none"> • Orders furniture and supplies. • Develops plans for referrals to internal partners. • Coordinates with partners to develop plans that will contribute toward the achievement of goals. • Coordinates Emergency Response Plan.
10%	<p>Plans accomplishments of workload within budget allocations. Consults with the manager if it appears that employment services for California jobseekers may be impacted by budget considerations.</p> <ul style="list-style-type: none"> • Works closely with the Field Office Manager in all budget and personnel matters.
10%	<p>Monitors staff and office accomplishments in mainstream and special programs, such as CalJOBSSM, Trade Readjustment Act, Youth Employment Opportunity Program, Veterans Services, Rapid Response, Public Service Project, and Core Services. Tracks and evaluates staff and office performance goals in CalJOBSSM.</p>
10%	<p>Maintains effective communication with all staff. Ensures that performance is reviewed with each staff member at least monthly.</p> <ul style="list-style-type: none"> • Institutes a corrective plan of action within five (5) days of review when appropriate. • Ensures completion of all annual and probationary reports within five days of due date. • Establishes a system for acknowledgement/commendation of employees performing above expectations. • Ensures position statements for each staff member be completed within three (3) days of assignment, and reviewed annually. • Keeps staff informed of potential for promotion and for development in other program classifications. • Discusses problems encountered by staff and arrange assistance when necessary.
10%	<p>Reviews and monitors leave usage, time charges, travel claims, and Merit Salary Adjustments (MSA's). Ensures 100% compliance with procedures established in the Personnel Management Handbook and the Attendance Clerk Handbook.</p> <ul style="list-style-type: none"> • Reviews leave usage of staff. • Ensures all time charges are reported accurately. Update DE 1652s and DE 7013s and upload attendance records for preparation of budget. • Ensures that travel claims are approved in accordance of guidelines. • Ensures that employee is performing acceptably prior to approval of Merit Salary Adjustment.
10%	<p>Ensures that the public receives prompt, courteous service, and that employees are engaged in productive work. Schedules staff according to workload and program needs. Coordinates as needed with site and EDD partners.</p>

Civil Service Classification
Employment Program Manager I

Position Number
280-045-9189-004

Employee's Statement: <i>I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.</i>		
Employee's Name:		
Employee's Signature:		Date:
Supervisor's Statement: <i>I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.</i>		
Supervisor's Name:		
Supervisor's Signature:		Date:
7. HRSD USE ONLY		
Classification and Pay Unit (CPU) Approval		
<input type="checkbox"/> Duties meet class specification and allocation guidelines.	CPU Analyst Initials	Date Approved
<input type="checkbox"/> Exceptional allocation, STD-625 on file.	FNB	6/29/2026
Reasonable Accommodation Unit use ONLY <i>(completed after appointment, if needed)</i> <i>If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.</i>		
List any Reasonable Accommodations made:		

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file