

DUTY STATEMENT

Employee Name:	Position Number: 580-120-7500-002
Classification: Career Executive Assignment Level C	Tenure/Time Base: Non-Tenured/Full Time
Working Title: Deputy Director, Human Resources Division	Work Location: 1615 Capitol Avenue Sacramento, CA 95814
Collective Bargaining Unit: M01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Human Resources Division	Branch/Section/Unit: N/A

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by providing guidance, support and expertise to CDPH on empowering the public health workforce through recruitment, development and retention of quality employees.

The incumbent works under the administrative direction of the Chief Deputy Director, Operations.

Special Requirements

☒ Conflict of Interest (COI)

- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Up to 10% travel
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 30% Advises and provides direction and support to the Human Resources Division (HRD), Directorate, Senior Leadership Team, and program management throughout the department on Governor's exempt entitlements and appointments, Career Executive Assignment allocations and salary setting, organizational management, examinations including State Personnel Board (SPB) appeals, appointments and separations, employee pay and benefits, performance management including SPB appeals, labor contract negotiations, grievance/arbitration cases, unfair labor practice charges, disability management, department-wide training and professional development, workforce development, succession planning, health and safety, recruitment and hiring, workforce retention, and career development.
- 30% Develops, revises, and approves human resource policies that align with mandates imposed by control agencies (SPB, California Department of Human Resources [CalHR], State Controller's Office (SCO), and California Health and Human Services Agency [CalHHS]), ensuring full compliance with merit principles and civil service laws and rules. The incumbent evaluates existing policies to determine effectiveness and identifies opportunities for improvement in response to new or amended legislation, regulatory changes, and emerging workforce issues. This includes conducting impact analyses and recommending strategic adjustments to support organizational goals and strategies and operational efficiency in key areas such as: merit system integrity, employee discipline and relations, leave administration under the Family Medical Leave Act and California Family Rights Act (CFRA), compliance with the Americans with Disabilities Act (ADA), workplace safety standards under CalOSHA, and wage and hour requirements under the Fair Labor Standards Act (FLSA). Integrates policy development with program planning and operational needs, ensuring consistency, equity, and adaptability across all HRD functions.
- 25% Serves as the primary advisor to CDPH's Directorate members and Senior Leadership Team in formulating policies and programs to carry out workforce planning, development, and retention goals. This position provides leadership in developing and implementing innovative human resources initiatives, strategies, policies, programs, and practices to support the Department's short and long-term operational needs, strategic goals, and objectives. Leads continuous improvement by monitoring program effectiveness while adapting to evolving departmental goals.
- 5% Represents the department on human resource-related matters in interactions with the CDPH Senior Leadership Team and designated contacts of the CalHHS, the CalHR, the SPB, SCO, California Department of General Services, other State agencies, labor unions, and other public and private organizations.

Marginal Functions (including percentage of time)

- 5% Provides leadership on equitable policies, practices, and procedures for resource allocation, program development and implementation, and service level agreements.
- 5% Performs other job-related duties as required.

☐ I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: CB

Date: 1/16/2026