

DUTY STATEMENT

DIVISION CALIFORNIA VOLUNTEERS		POSITION NUMBER (Agency – Unit – Class – Serial) 428-XXX-7500-XXX		☐ CURRENT ☒ PROPOSED	
BRANCH / PROGRAM Career & Leadership Development		CLASSIFICATION TITLE Career Executive Assignment (CEA) B			
SECTION (If applicable) Choose an item.		WORKING TITLE Director, Career and Leadership Development			
REGIONAL OFFICE Sacramento		COI Yes	WWG E	CBID M01	TENURE NT
WORK SCHEDULE M-F 8am-5pm		SUPERVISION EXERCISED Yes		SPECIFIC LOCATION ASSIGNED TO 1400 10th Street, Sacramento, CA 95814	
INCUMBENT (If known)		EFFECTIVE DATE			
PRIMARY DOMAIN (IT positions only)		N/A			

AGENCY OVERVIEW

The Governor's Office of Service and Community Engagement (GO-Serve) elevates paid service and volunteerism in the state, and promotes youth and community engagement. GO-Serve consists of California Volunteers (CV) and the Youth Empowerment Commission (YEC).

GENERAL STATEMENT

Under general direction of the California Volunteers Executive Director, the Director of Career and Leadership Development (CEA) is responsible for advancing career and leadership development through member experience strategy, innovative program design, and stakeholder engagement. The CEA oversees the development and implementation of workforce development initiatives that support CA Service Corps service members and alumni in achieving meaningful career pathways and leadership growth. The CEA ensures that CA Service Corps service members and alumni have a successful service experience by providing the support, training, and resources needed to build skills and transition into sustainable career pathways. The CEA fosters ongoing connections among CA Service Corps members and alumni, keeping them engaged with each other and program resources for professional growth, and long-term impact.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use addition sheet if necessary)</i>
30%	ESSENTIAL FUNCTIONS Develop and execute a comprehensive strategy for CA Service Corps member engagement and experience. Lead the design and delivery of the Corps to Career program with career readiness, leadership development, and workforce training programs, including workshops, career fairs, networking events, and learning opportunities that connect participants to employers and career pathways. Cultivate and maintain strong relationships with service members, CA Service Corps cohorts, alumni networks, partners, and CA Service Corps grantees. Build and activate an engaged alumni network to support mentorship, career pathways, and long-term CA Service Corps sustainability. Develop and implement career pathway frameworks that connect training to employment opportunities and facilitate access to job placements and career advancement opportunities. Collaborate with external partners to expand opportunities and resources, particularly related to the Corps to Career program. Lead cross functional collaboration with internal teams and external partners to design and implement workforce development and leadership initiatives.

20%	Develop, implement, and maintain policies that guide career and leadership development programs for CA Service Corps members and alumni, and ensure the program is in alignment with applicable state and federal requirements. Ensure CA Service Corps members and alumni are designed and delivered in accordance with established standards for quality, accessibility, and equity. Works closely with the CV management team to ensure that policy implementation across CA Service Corps grantees are in compliance with program and funding requirements. Identify policy gaps and leads updates to strengthen program outcomes, improvement participant engagement, and respond to evolving workforce and organizational needs.
20%	Lead the development and implementation of performance metrics and evaluation frameworks to measure the effectiveness and impact of career and leadership development. Track key outcomes such as participation, completion, job placement, career advancement, and alumni engagement. Use data and feedback to drive continuous improvement and inform decision making for member experience programs and initiatives. Prepare reports and presentations for executive leadership and stakeholders. Frequent collaboration and coordination with CA Service Corps, Program Planning and Innovation, and CV Fund teams for program development, implementation, and success.
15%	Provide oversight, direction and support to staff acting as statewide experts regarding career, workforce, and leadership development duties. Develop and mentors' staff, build team culture, and manage day-to-day functioning. Ensure quality work products and effective coordination with each CV program. Lead the career and leadership development team activities through weekly staff meetings, one-on-one meetings and status updates. Collaborate with other senior management staff to ensure consistent delivery of guidance to the CA Service Corps programs.
10%	Serves as a senior member of CV and participates in inter-departmental meetings to provide project updates and align on core CV priorities. Makes recommendations for process improvements and communication efficiency with GO-Serve staff, executive, and senior management team. Participates in staff meetings, attends training, provides work status reports, handles special projects, and serves on inter-department working groups.
5%	MARGINAL FUNCTIONS Performs other job-related duties as requested.
	KNOWLEDGE AND ABILITIES Applicants must possess the ability to perform high administrative and policy-influencing functions effectively. Such overall ability is demonstrated by the following more specific knowledge and ability requirements: (a) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the department's or agency's equal employment opportunity objectives; and a manager's role in the equal employment opportunity program. (b) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the department's or

agency's equal employment opportunity objectives.

DESIRABLE QUALIFICATIONS

- Demonstrated experience designing and scaling career, leadership, or workforce development programs serving service members, students, alumni, or diverse populations.
- Demonstrated experience developing and implementing policies that guide program design, delivery, and evaluation.
- Experience building and activating alumni networks, including mentorship, peer engagement, and long-term career pathway support.
- Experience planning and executing career fairs, networking events, and professional development opportunities that connect participants to employers and career pathways.
- Ability to cross collaborate with educational institutions, employers, community-based organizations, and agencies/departments.
- Experience overseeing grant-funded programs and working with grantees.
- Ability to use data and metrics to drive program improvement and to inform strategic decisions.
- Knowledge of workforce trends and career pathway opportunities.
- Demonstrated experience managing, motivating, and developing staff to achieve program goals and maintain a positive, collaborative workplace culture.
- Experience in making effective management decisions on a variety of challenges in a fast-paced and changing environment.
- Ability to efficiently manage multiple projects concurrently, demonstrating strong organizational skills, prioritization, and effective communication with internal and external stakeholders to ensure successful project completion.
- Commitment to advancing equity, access, and inclusion in career and leadership development programs.

SPECIAL PERSONAL REQUIREMENTS: The incumbent must be detail-oriented and possess strong written and verbal communication skills. Highly organized, creative, and self-motivated with the ability to prioritize and manage multiple projects simultaneously in a fast-paced team office environment. Demonstrated ability to act independently and as a member of a team with open-mindedness, flexibility, and tact. Ability to problem-solve and use critical and creative thinking to effectively perform work. Display good interaction skills and the ability to deal professionally, congenially and in a personable manner with the public, other governmental entities, and staff at all levels. Communicate successfully in a diverse community as well as with individuals from varied backgrounds.

SPECIAL PHYSICAL CHARACTERISTICS: Persons appointed to this position must be reasonably expected to exert up to 10lbs. of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects with or without a reasonable accommodation. Involves sitting most of the time but may involve walking or standing for brief periods of time. Occasional/overnight travel up to 10% may be required.

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

SUPERVISOR'S STATEMENT: *I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE AND HAVE PROVIDED A COPY OF THE DUTY STATEMENT TO THE EMPLOYEE.*

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S STATEMENT: *I HAVE READ AND UNDERSTAND THE DUTIES LISTED ABOVE AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION. (IF YOU BELIEVE REASONABLE ACCOMMODATION IS NECESSARY, DISCUSS YOUR CONCERNS WITH YOUR HIRING SUPERVISOR. IF UNSURE OF A NEED FOR REASONABLE ACCOMMODATION, INFORM YOUR HIRING SUPERVISOR, WHO WILL DISCUSS YOUR CONCERNS WITH HUMAN RESOURCES OFFICE).*



EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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