

**ESSENTIAL FUNCTIONS DUTY STATEMENT**

HRM-025

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| <b>Classification Title:</b><br>Supervisor I           | <b>Branch/Division/Bureau:</b><br>Administration & Licensing Services Branch /<br>Human Resources Management Division /<br>Hiring Support Bureau |
| <b>Working Title:</b><br>Examinations Manager          | <b>Office/Unit/Section/Geographic Location:</b><br>Examinations Unit / Sacramento (300)                                                          |
| <b>Position Number (13 Digit):</b><br>413-191-4800-009 | <b>Conflict of Interest Position:</b><br><input type="checkbox"/> NO <input checked="" type="checkbox"/> YES                                     |
| <b>Employee Name:</b>                                  | <b>Effective Date:</b>                                                                                                                           |

**BASIC FUNCTION:**

Under the general direction of the Hiring Support Bureau Chief, the Supervisor I directs the work and oversees the Examinations Unit within the Human Resources Management Division (HRMD). The incumbent provides supervision to analytical staff and consultative services to departmental management; serves as the subject matter expert; and performs the most complex and sensitive human resources related tasks. Additional responsibilities include handling Withhold Appeals and overseeing the development of policies and procedures.

Occasional travel may be required within the State of California via private or public transportation (i.e., automobile, airplane, etc.). Travel may include overnight stays.

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete a Statement of Economic Interest (Form 700), which includes an Assuming Office filing within 30 days of appointment, annual filings, and a Leaving Office filing within 30 days of physical separation. Non-compliance with the Conflict of Interest Code requirements may result in the voiding of appointment, financial penalties, or enforcement actions.

**ESSENTIAL FUNCTIONS**

25% Provides guidance in all aspects of Civil Service Examinations and Certifications to ensure consistent interpretation and application of the State Personnel Board (SPB) and the California Department of Human Resources (CalHR) laws, rules, and systems. Plans, trains, and guides staff in the completion of examination and certification processes, such as conducting job analyses; exam development and administration; performing minimum qualification determinations; initiating and processing withholds; reviewing and responding to withhold appeals; establishing ranked eligibility lists; assessing appropriate list requests; verifying candidate eligibility; and assessing, updating and clearing certification lists. Oversees Departmental use of the Examination and Certification Online System (ECOS) to validate roles and responsibilities, verifies appropriate utilization, and ensures compliance with applicable laws, rules, regulations, policies, and procedures.

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Collaborates with Classification & Consultation (C&C) on recruitment & hiring, as appropriate.

- 25% Monitors and evaluates staff performance. Provides staff ongoing feedback and completes employee performance appraisals in a timely manner. Promptly identifies, addresses, and resolves employee performance issues. Identifies staff training needs and/or opportunities. Monitors staff workload and progress to ensure goals and deadlines are met. Organizes and monitors staff resources and develop implementation plans to effectively respond to workload fluctuations. Continuously builds and maintains effective communication and collaborative relationships with staff, management, customers, and internal or external stakeholders. Consistently and effectively mentors, coaches, and trains staff in the development of their knowledge of Examinations, and the systems and resources utilized to perform their work.
- 15% Oversees the department's Career Executive Assignment (CEA) examination process. Provides guidance and recommendations to CDI leadership on the development of CEA examination criteria and scoring standards. Advertises CEA position vacancies using ECOS and collaborates with Talent Acquisition & Engagement Unit (TAEU) to coordinate outreach efforts, as appropriate. Prepares and trains examination panel members on best practices for scoring CEA examinations and the importance of creating a fair and equitable process. Updates and evaluates training and procedures on the CEA examination process, as needed and in accordance with applicable laws, rules, and regulations.
- 15% Provides consultation and direction to programs regarding examination and certification processes. Independently researches, analyzes and addresses the most complex, sensitive, and highly visible examination and certification issues. Assists in identifying alternative solutions to meet programs' operational needs. Provides recommendations to HRMD leadership on addressing complex issues as they arise. Ensures excellent customer service and accurate information are provided to programs and other internal or external customers. Interacts frequently with all levels of departmental personnel, as well as staff within the various control agencies; CalHR, SPB, State Controller's Office (SCO), and personnel staff from other departments on personnel issues of mutual concern.
- 15% Ensures adherence to merit system principles of selection standards and conformance to Civil Service laws, rules, regulations and policies. Analyzes new or updated laws, rules, regulations, and statewide policy applicable to Human Resources; advises leadership of impacts to existing policies or procedures; and drafts appropriate correspondence, procedures, and/or internal policies accordingly.

**MARGINAL FUNCTIONS**

- 5% Conducts training and oversees special projects relating to examinations. Attends monthly Human Resources Forums (i.e., Classification Supervisor's Forum, Examination Supervisor's Forum, etc.). Performs other job-related duties as assigned.

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**WORK ENVIRONMENT OR PHYSICAL ABILITIES**

- The incumbent may telework in accordance with CDI's Telework Policy. Teleworking employees may be required to report to their headquarters office location on designated telework days. Travel expenses are not reimbursed, however other authorized transit subsidies do exist for those who qualify.
- The incumbent must be able to work in a high-rise building.

**I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation.** (If you believe reasonable accommodation 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 Health & Safety Analyst.)

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Employee Signature

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Date

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Printed Name

**I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.**

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Supervisor Signature

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Date

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Printed Name