



Position Information

Employee Name:

Position Title:

Leadership Transformation Manager

Program:

Corporate Human Resources

Work Unit:

Leadership & Transformation Team

Classification:

Supervisor I

Report To:

Supervisor II

Collective Bargaining Identifier (CBID):

S01

Fair Labor Standards Act (FLSA) Status:

Not Covered, Exempt. Work Week Group E

Special Requirements

Conflict of Interest Designation: Yes

This position is designated under the State Fund Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may have a material effect on personal financial interests. The selected candidate is required to complete the Statement of Economic Interest—Form 700 within 30 days of appointment and once per year thereafter.

Bilingual Position: Not applicable.

Rotational Assignment: Not applicable.

Program Information:

The Leadership and Transformation Team (LTT) unit within Corporate Human Resources designs, develops, delivers, and evaluates enterprise leadership development programs and organizational development initiatives that strengthen leadership capability, employee engagement, succession planning, and organizational effectiveness. The unit partners with leaders throughout State Fund to provide leadership development, consulting, training, organizational change support, and workforce development solutions that align with State Fund's strategic goals.

Purpose/Scope:

Under the general direction of the Supervisor II, the incumbent performs the full range of supervisory, analytical, consultative, and administrative duties necessary to administer the Emerging Leader Program and support enterprise leadership and organizational development initiatives. The incumbent plans, coordinates, evaluates, and continuously improves leadership development programs; supervises staff; manages complex projects; collaborates with internal and external stakeholders; supports organizational change initiatives; develops communications and program resources; and ensures alignment with State Fund's strategic priorities while maintaining high standards of customer service, innovation, and operational excellence.

Essential and Marginal Functions:

In all aspects of performing the following functions the incumbent will:

- Comply with the Code of Conduct
- Maintain regular and predictable attendance and communication availability during working hours
- Establish and maintain effective working relationships and provide quality customer service in a timely manner.
- Follow State Fund's Equal Employment Opportunity principles
- Maintain a safe work environment
- Defend State Fund against fraudulent activities
- Maintain good customer relationships with internal and external business partners and stakeholders
- Properly maintain assigned equipment

This duty statement outlines the primary responsibilities and expected outcomes of the position. It is not intended to provide an exhaustive list of all job duties. Employees may be required to perform additional tasks as assigned, including work in other functional areas.

Description of Duties

40% Essential

- 1. Manage the end-to-end lifecycle and operational delivery of the Emerging Leader Program, including recruitment, onboarding, assignments, and reporting, while collaborating with stakeholders to analyze data, continuously improve process efficiencies, and ensure strict alignment with State Fund strategic priorities and leadership competencies.**
 - a. Plan, organize, coordinate, direct, and evaluate all operational aspects of the Emerging Leader Program, including recruitment, selection, onboarding, cohort management, rotational assignments, graduation activities, and program metrics.
 - b. Develop, implement, monitor, and continuously improve program processes, procedures, and operational efficiencies.
 - c. Analyze program data and participant feedback to identify trends, evaluate effectiveness, and recommend improvements.
 - d. Ensure program activities align with State Fund strategic priorities, leadership competencies, and organizational development best practices.
 - e. Coordinate with executives, business leaders, HR Business Partners, vendors, and other stakeholders to ensure successful program delivery.
 - f. Maintain program documentation, schedules, budgets, reports, dashboards, and communication materials.

40% Essential

- 2. Serve as an internal consultant and representative for Leadership and Transformation Team by leading cross-functional projects, curating training resources, and recommending practical solutions to support enterprise change management and leadership initiatives.**
 - a. Support enterprise leadership development initiatives, organizational effectiveness efforts, and change management activities.
 - b. Develop and maintain leadership development resources, communications, SharePoint sites, Knowledge Base content, and training materials.
 - c. Serve as a consultant to leaders and business partners regarding leadership development solutions.
 - d. Lead or participate on special projects, committees, workgroups, and cross-functional initiatives.
 - e. Identify organizational issues and recommend practical solutions that improve leadership development services.
 - f. Represent the Leadership and Transformation Team on Corporate HR initiatives and management meetings.

15% Essential

- 3. Direct, supervise, and develop a high-performing team by managing staff workloads, conducting formal performance evaluations, and fostering an engaged, collaborative learning environment in strict compliance with State Fund policies, civil service rules, and Equal Employment Opportunity (EEO) principles.**
 - a. Plan, assign, monitor, and evaluate staff workload and performance.
 - b. Recruit, train, coach, mentor, and develop employees.
 - c. Complete probationary reports, performance evaluations, Individual Development Plans, and corrective actions as needed.
 - d. Foster employee engagement, accountability, collaboration, and continuous learning.
 - e. Ensure compliance with State Fund policies, Equal Employment Opportunity principles, and civil service supervisory responsibilities.

5% Marginal

- 4. Perform other related duties as required.**
 - a. Participate in special assignments, pilot programs, task forces, and enterprise initiatives.
 - b. Attend professional development opportunities to maintain knowledge of leadership development, organizational effectiveness, HR practices, and California civil service requirements.
 - c. Perform other duties as assigned.

100%

Required Knowledge Areas:

- Advanced knowledge of project management principles.
- Advanced knowledge of the State Fund organization, Regional Office and Corporate functions, and business policies and practices.
- Advanced knowledge of time management techniques to oversee efficient prioritization and completion of work unit tasks for staff and self.
- Advanced knowledge of a supervisor's responsibility for promoting Equal Employment Opportunity in hiring and employee development and promotion.
- Working knowledge of State Fund standard software applications.
- Working knowledge of team building and team-leading skills.
- Working knowledge of principles, practices, and techniques of personnel management and supervision to oversee the work activities of staff.
- Working knowledge of business English and correspondence.

Required Skills and Abilities:

- Ability to lead, supervise, direct, train, develop, monitor, motivate, appraise, and discipline staff.
- Ability to analyze workflow issues and distribute/delegate work to staff.
- Ability to design, plan, and implement policies, procedures, and workflow processes.
- Ability to achieve results according to objectives.
- Ability to manage multiple projects and tasks.

- Ability to resolve sensitive issues and problems.
- Ability to communicate professionally and effectively, verbally and in writing.
- Ability to write professional and accurate reports and other communications suitable for distribution to internal and external customers.
- Ability to influence others and negotiate agreements and consensus among project partners, work peers, and other stakeholders.
- Ability to effectively work with and relate with other people.
- Ability to research, analyze, and evaluate information to make and support decisions.

Work Environment:

Physical Requirements:

- Computer data entry, frequent positioning of self to move and transport light objects, and telephone work; mobility to various working areas.
- Positioning self at low level and transport objects up 25 lbs.
- Remaining stationary and moving for prolonged periods of time.
- Ability to perform repetitive tasks involving hand dexterity.

Travel:

- Frequent business travel.
- Travel may include, but not be limited to, plane, bus, van, taxi, or car.
- Travel to various work sites and locations for training and/or meetings.

Emergency call backs:

- Not applicable.

Work Hours:

- Work hours may vary.

Supervisor's Statement: I have discussed the duties of the position with the employee

Supervisor Name (Print):

Supervisor Signature:

Date:

Employee's Statement: I have discussed with my supervisor the duties of the position and have received a copy

Employee Name (Print):

Employee Signature:

Date: