

Duty Statement
California Government Operations Agency
State of California



Classification Title Supervisor I	Agency California Government Operations Agency
Working Title Supervisor I, Office of Civil Rights (CalOCR)	Office/Unit/Section Office of Civil Rights (CalOCR)
Position Number 337-103-4800-001	Effective Date
Name	Date Prepared 8/11/2026

General Statement

The mission of the Government Operations Agency (GovOps) is to improve government operations within state departments so they can better serve the people of California. Agency oversees the following 13 departments, boards and offices: CA Department of Human Resources (CalHR), Public Employees Retirement System (CalPERS), Teachers Retirement System (CalSTRS), Victims Compensation Board (CalVCB), Department of Technology (CDT), Department of Tax & Fee Administration (CDTFA), Department of General Services (DGS), Franchise Tax Board (FTB), Department of FI\$CAL, Office of Administrative Law (OAL), Office of Data Innovation (ODI), State Personnel Board (SPB), the Office of the Cradle-to-Career Data System (C2C), California Education Interagency Council, and the California Office of Civil Rights.

The California Office of Civil Rights (CalOCR) is a newly established office within GovOps. CalOCR works directly with Local Educational Agencies (LEAs), and in consultation with the California Department of Education (CDE), to prevent and address unlawful discrimination and bias in California's public elementary and secondary schools. CalOCR is seeking motivated candidates who are passionate about advancing educational equity and helping ensure that all students have access to educational opportunities free from unlawful discrimination and bias.

Under the direction of the Director of CalOCR, the Supervisor I plans, organizes, and oversees the daily operations and activities of the professional staff within CalOCR. The Supervisor I will provide clear direction and support to staff in the evaluation of administrative, fiscal, and compliance programs. Specifically, this role will supervise staff responsible for advancing CalOCR's mission to work to assist LEAs in preventing and addressing discrimination and bias. The Supervisor will oversee the selection, implementation, and ongoing management of CalOCR's case-tracking and data-management systems and will guide the collection and analysis of case data to identify trends, emerging issues, and opportunities for improving support to LEAs. These insights will help inform CalOCR's strategies, resources, and technical assistance to LEAs in effectively

preventing and responding to discrimination and bias. The Supervisor will also contribute to the development of guidance, reports, training materials, and other resources that support CalOCR's mission and that will assist LEAs in developing practices for responding effectively to discrimination in California's public elementary and secondary schools.

The Supervisor will also be responsible for fiscal management of the office and may assist with recruitment, training, coaching, assigning work, establishing priorities, monitoring performance reviews, and ensuring alignment with program objectives and timelines. They will foster staff development through individualized coaching of staff, the use of Individual Development Plans (IDPs), and identification of training opportunities. The Supervisor will establish clear performance expectations, conduct probationary and annual performance reviews, and address personnel matters in accordance with applicable bargaining unit agreements, CalHR policies, and State of California personnel laws and regulations. The Supervisor will provide leadership over administrative and fiscal functions, ensuring that all CalOCR-related activities are conducted in compliance with departmental policies and applicable state and federal regulations. They will perform other duties as assigned to fulfill the mission, strategic goals, and objectives.

Job Functions

40% (E) Strategic Development and Implementation

Plans, organizes, and oversees case management, administrative, and fiscal operations for CalOCR. Develop civil rights compliance and administrative policies; ensure alignment with local, state, and federal regulations. Monitor program performance metrics, analyze trends, and recommend improvements to policies and practices as needed. Ensure timely submission of required reports. Serve as subject matter expert on administrative processes and provide guidance to leadership on compliance requirements.

25% (E) Supervise and Mentor Analytical Staff; Provide guidance on Civil Rights Compliance

Provide leadership and direction to professional staff. Assign and review work; establish priorities and timelines. Conduct probationary and annual performance evaluations; address personnel matters in accordance with bargaining agreements and CalHR policies. Develop and deliver training programs on discrimination prevention, equal employment opportunity, and administrative best practices. Foster staff development through coaching, Individual Development Plans (IDP), and identification of training opportunities.

20% (E) Coordinate with Internal and External Stakeholders on Program Initiatives

Represent CalOCR in meetings, conferences, and public forums with GovOps executives, control agencies, and external partners. Prepare briefing materials and talking points for leadership. Respond to inquiries from legislative and oversight bodies regarding administrative and fiscal matters. Collaborate with departments to implement statewide initiatives and ensure consistent application of civil rights policies. Maintain effective communication channels with vendors, contractors, and advocacy groups to support program objectives. Assist the Director and Coordinators with the development and training programs and workshops aimed at educating stakeholders about civil rights protections and best practices for fostering inclusive environments.

10 % (E) Prepare Reports and Presentations for Executive Leadership

Compile and analyze data on case data, program outcomes, fiscal performance, and compliance activities. Assist drafting comprehensive reports for submission to the Governor's Office, Legislature, and control agencies. Develop presentations for leadership meetings, stakeholder forums, and public events. Ensure all documents are accurate, clear, and aligned with agency standards. Utilize data visualization tools to present complex information in an accessible format. Assist the Director in the development of performance metrics to assess the effectiveness of initiatives and make data-driven decisions for organizational enhancement.

5 % (M) Other Duties as Assigned

Perform miscellaneous tasks to support CalOCR and GovOps leadership, including special projects, research assignments, and operational support. Provide assistance during emergencies or high-priority initiatives.. Support projects and initiatives as directed by leadership, participate in cross-functional efforts, and perform additional responsibilities to meet organizational needs.

Significant Interactions With

Other GovOps executives and executives within CDE, the Department of Human Resources, Department of General Services, Department of Technology, Office of Data and Innovation, State Personnel Board, Office of Administrative Law, Department of Finance, Governor's Office staff, and key stakeholder groups who have an interest in civil rights. Other interactions with GovOps reporting entities will occur but to a lesser extent.

Reporting Relationships

The Supervisor I reports directly to the Director of CalOCR and collaborates closely with all staff members. Supervise departmental staff including CalOCR's Analyst II, Executive Assistant, and Office Technician, ensuring alignment with the mission and strategic objectives of the Office while promoting professional development opportunities.

Supervision Received

The Supervisor I reports directly to the Director of CalOCR

Supervision Exercised

The Supervisor I supervises one Analyst II and one Office Technician.

Required Skills and Working Conditions

Ability to operate standard office equipment such as, but not limited to; a personal computer (desktop or lap top models), paper shredder, basic calculator, document system (copier, facsimile, imaging).

Attendance

Must maintain regular and acceptable attendance at such level as is determined at GovOps sole discretion. Must be regularly available and willing to work the hours GovOps determines are necessary or desirable to meet its business needs.

Other Information

The duties of this position are predominantly performed indoors. The employee's permanent work location, which is located at 1304 O Street, Suite 300, Sacramento, CA 95814, is equipped with standard or ergonomic

office equipment, as appropriate. Travel may be required from time to time to attend meetings and/or training classes. Telework is authorized for this position.

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 Personnel analyst.)

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Printed Name	Date

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

Supervisor Signature	Supervisor Printed Name	Date