

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Supervisor II	OFFICE/BRANCH/SECTION Human Resources/Office of Talent Acquisition	
WORKING TITLE Office Chief, Talent Acquisition	POSITION NUMBER 702-008-4801-XXX	REVISION DATE

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the general direction of the Deputy Division Chief, Manager II, the Supervisor II (SII) serves as Chief over the Office of Talent Acquisition, directs a variety of complex and highly technical selection management functions and acts as a consultant for managers, supervisors, and program specialists on a myriad of the more difficult and sensitive personnel selection issues. Responsible for planning, directing, organizing, and providing leadership to personnel related to departmental strategic recruitment activities. The SII works through and provides effective supervision and mentoring of subordinate managers responsible for specialized recruitment functions. The incumbent is required to maintain a working knowledge and understanding of appropriate laws, rules, and regulations relating to recruitment, examinations, onboarding, and hiring processes.

CORE COMPETENCIES:

As a Supervisor II, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Employee Excellence - Innovation)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Integrity)
- Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Employee Excellence - Integrity, Stewardship)
- Problem-solving and Decision-making :** Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Employee Excellence - Innovation)
- Teamwork and Collaboration:** Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Employee Excellence - People First)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - People First)
- Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Employee Excellence - People First)
- Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Employee Excellence - People First, Stewardship)
- Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Employee Excellence - People First, Stewardship)

TYPICAL DUTIES:

Percentage
Essential (E)/Marginal (M)¹ Job Description

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45%	M	Develops policy recommendations and standards related to departmental centralized recruitment activities, ensuring the incorporation of diversity, equity, and inclusion practices. Partners with District/Division leadership in the planning, development, coordination, and facilitation of statewide strategic recruitment initiatives; communicates plans, in writing and/or PowerPoint presentation, to internal boards, executive management, and external entities. Provides guidance and expert consultation to divisions, districts, hiring managers, and contracted agencies on an array of recruitment related difficulties, including strategies to support Managerial Selection Program (MSP) positions and Career Executive Assignment (CEA) vacancies. Works in close collaboration with the Office of Classification & Hiring, Office of Examinations, Office of Strategic Communications, and Office of Talent Management to ensure development of the highest caliber recruitment solutions; reviews/approves all recruitment fliers/surveys, social media campaign items, and other related material. Duties include establishment of performance indicators for service; monitoring and reporting achievements; and providing periodic performance reports to upper and executive management. Manages contracts, either directly or indirectly, for recruitment related memberships, subscriptions, and services.
40%	M	Develops and implements work standards, plans, and supervises the work of Branch Chiefs responsible for distinct yet interconnected recruitment functions. Ensures staff are effectively trained, resourced, and supported to execute the responsibilities of their positions with an expectation of exceptional customer services at all levels. Ensures staff are knowledgeable of state benefits packages, departmental classifications and examination requirements, and skilled at performing classification minimum qualification evaluations. The Recruitment Unit's primary responsibilities includes the research, development, coordination, and attendance/facilitation of in-person and virtual recruitment functions; identifies and partners with community organizations, return-to-work programs, non-profits, and college/university personnel necessary for the effectively delivery of targeted recruitment activities. Directs strategies to address hard to recruit classifications, and oversees the Scholarship Program and Volunteer Program.
15%	M	Responsible for the facilitation of continuous general and targeted social media outreach through numerous platforms and paid advertisements, social media content development in partnership with the Office of Strategic communications, candidate mining/headhunting via resume databases, and 1:1 candidate counseling. Assists hiring managers in defining and validating key position requirements, sourcing strategies, and reviewing diversity, equity, and inclusion goals. Personally, performs the most complex or sensitive consultation services. Oversees or participates in human resource/ management projects that have statewide or departmental impact. Represents the Department in contact with local, state and federal agencies, special interest groups, the Legislature, the public, and control agencies as necessary. May act on behalf of the Deputy Division Chief in their absence.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Directly supervises Staff Services Manager Is and oversees analysts and student assistants.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The SII must be familiar with the Department of Transportation's mission and goals and be able to apply the Division of Human Resources' strategic objectives needed to accomplish them. Knowledge of departmental organizational structures, executive personnel, and major work programs. Possess a demonstrated knowledge of the principles, practices and trends of leadership, public and business administration and human resources, employee development and training. Basic knowledge of Classification and Pay laws, rules, and policies and knowledge of Caltrans policies and procedures on budgeting and fiscal management.

Ability to convey ideas and present information clearly and logically, both orally and in writing. Demonstrated capacity for assuming the most difficult management and administrative responsibilities.

Ability to supervise and direct in order to develop subordinate staff's ability to apply laws, rules, policies and procedures to achieve departmental objectives. Ability to plan, direct, monitor, and evaluate subordinate staff and promote principles of Equal Employment Opportunity.

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Ability to analyze information, data and situations and present recommendations. Ability to model a positive attitude and a commitment to conduct business in a professional manner in dealing with the public and department clients and provide quality customer service to all customers. Must be able to deal tactfully, professionally, and confidentially with all internal and external customers, control agency staff and bargaining unit representatives.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment or the dissemination of inaccurate information could result in the loss of confidence in selection related processes for the Division of Human Resources and/or department. Poor planning, coordination, and/or execution of recruitment functions/activities could effect the department's ability to hire sufficient quantities of qualified candidates, adversely impacting delivery goals and strategic objectives.

The incumbent is also responsible for complying with the Information Practices Act (IPA) by protecting departmental employees' confidential information, including but not limited to, social security numbers, medial or employment history, education, financial transactions, or similar information. Failure to protect departmental employees' confidential information may damage DHR's reputation as a confidential organization, may result in employee grievances or lawsuits, and pursuant to California Civil Code section 1798.55, could result in disciplinary action, including termination of employment.

PUBLIC AND INTERNAL CONTACTS

Independently confers with all levels of management and staff in the Department and with employee representatives, e.g. union representatives, personal attorneys, etc. in their daily activities. Consults with staff of control agencies for guidance; independently and regularly confers with CalHR, CalSTA, Office of Traffic Safety, California Transportation Commission, and Executive Management/Director.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for long periods of time using a keyboard and video display terminal. May also be required to lift, carry, and move boxes of material under 25 pounds from one location to another. Employee will occasionally bend, stoop, kneel to pull or push objects, grasp objects with fingers, stand for long periods of time, and twist the body or neck in a sideways motion, either seated or standing. Must have the ability to multitask, adapt to changes in priorities, and complete tasks or projects with short notice. Employee must sustain concentration level needed for reviewing material, auditing, problem solving and reasoning. Employee may deal with difficult people and must have the ability to develop and maintain cooperative working relationships; ability to resolve emotionally charged issues reasonably and diplomatically; considering and responding appropriately to the needs of different people in different situations; be tactful and treats others with respect. Behaves in a fair and ethical manner towards others and demonstrates a sense of responsibility and commitment to public service; values cultural diversity and other individuals' differences in the workforce; insures that the organization builds on these differences and the employees are treated in a fair and equitable manner.

WORK ENVIRONMENT

While at their base of operation, the SII will work in a climate-controlled office under artificial lighting. There will be occasional fluctuations in temperature. The SII will work in a cubicle and will periodically attend meetings and/or training outside the office. Travel may be required up to 40% of the time.

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I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

EMPLOYEE (Print)	
EMPLOYEE (Signature)	DATE

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

SUPERVISOR (Print)	
SUPERVISOR (Signature)	DATE