

Duty Statement

CEA, Level C Executive Office State Personnel Board

Executive Officer – State Personnel Board

Definition

Under the general direction and control of the five-member State Personnel Board (Board), the Executive Officer serves as the chief executive responsible for administering and implementing the Board's constitutional and statutory authority and ensuring the effective, efficient, and impartial administration of California's civil service merit system. Pursuant to Government Code section 18654, the Executive Officer performs and discharges, under the direction and control of the Board, the powers, duties, purposes, functions, and jurisdiction vested in the Board and delegated to the position.

Duties and Responsibilities

The Executive Officer provides executive leadership, strategic direction, and administrative oversight for the State Personnel Board (SPB) and its staff. The position translates the Board's rules, policies, resolutions, directives, and decisions into effective organizational practices and programs and ensures their consistent implementation throughout the state civil service system.

The Executive Officer:

- Plans, organizes, coordinates, directs, and evaluates the activities and operations of SPB staff and programs to ensure the effective and efficient administration of the state civil service merit system.
- Provides executive leadership and direction to the SPB workforce, establishing organizational priorities, performance expectations, accountability, and operational strategies consistent with Board direction.
- Oversees the administration and continuous improvement of merit-related programs and functions, including selection and promotion, classification, discipline, appeals, equal employment opportunity, diversity, and other programs within the jurisdiction of the Board.
- Ensures that SPB programs and operations are administered consistently with applicable constitutional provisions, statutes, regulations, Board rules, policies, resolutions, and directives.
- Advises and supports the Board in the development of policies, rules, regulations, strategic priorities, and initiatives affecting the state civil service system.

- Provides the Board with timely, accurate, and objective information, analysis, recommendations, and reports concerning SPB operations, emerging issues, program performance, and matters within the Board's jurisdiction.
- Directs the implementation of Board decisions, resolutions, policies, and directives and monitors organizational compliance and effectiveness.
- Promotes innovation and continuous improvement in state personnel management, including the development, evaluation, and implementation of initiatives designed to improve personnel practices and the effectiveness of the merit system.
- Identifies emerging trends, operational challenges, and opportunities for improvement and develops strategies and recommendations for consideration by the Board.
- Oversees the effective stewardship of SPB resources, including personnel, budget, contracts, technology, and other organizational assets, consistent with Board direction and applicable requirements.
- Establishes and maintains effective working relationships with state departments and agencies, employee organizations and groups, community organizations, the Governor's Office, Legislature, local and federal governmental entities, and other stakeholders affected by or interested in SPB programs and operations.
- Represents the SPB, as authorized by the Board, before governmental entities, employee organizations, professional associations, community groups, and other public and private organizations.
- Serves as a principal spokesperson and representative for the SPB, as directed or authorized by the Board, and communicates the Board's mission, policies, programs, and decisions clearly and appropriately to internal and external stakeholders.
- Maintains constructive and professional relationships with representatives of the press and responds to inquiries concerning SPB programs and activities in coordination with the Board and appropriate state officials.
- Promotes public confidence in the integrity, fairness, transparency, and impartiality of the state civil service merit system.
- Ensures that SPB staff and officers understand and effectively carry out their respective responsibilities and that organizational operations support the Board's constitutional and statutory mandates.
- Advises the Board regarding significant personnel, operational, policy, legal, legislative, and programmatic matters and brings issues requiring Board consideration or action to the Board's attention.
- Performs other duties and exercises such powers, functions, and jurisdiction as may be delegated by the Board pursuant to law.

Executive Leadership

The Executive Officer is accountable for creating an organizational environment that supports professionalism, integrity, collaboration, innovation, accountability, and excellence in public service. The position ensures that SPB operations

remain responsive to the evolving needs of California's civil service while preserving the independence, fairness, and merit principles established by the California Constitution and applicable law.

The Executive Officer exercises broad executive judgment and discretion in managing the day-to-day operations of the SPB while remaining subject to the direction, control, and oversight of the five-member Board.