

California Department of Tax and Fee Administration

DUTY STATEMENT

☐ CURRENT
☐ PROPOSED

SCHEDULE TO BE WORKED/WORKING HOURS		EFFECTIVE DATE	
CIVIL SERVICE CLASSIFICATION Supervisor I		WORKING TITLE Outreach and Recruitment Unit Supervisor	
DIVISION/OFFICE/UNIT Admin/HRB/TAERS/Outreach and Recruitment Unit		SPECIFIC LOCATION ASSIGNED TO Sacramento, CA – Headquarters Office	
SEERA DESIGNATION Supervisory	BARGAINING UNIT S01	WORK WEEK GROUP E	CERTIFICATES REQUIRED None
FINGERPRINTS/BACKGROUND CHECK REQUIRED ☐ Yes ☒ No	BILINGUAL POSITION ☐ Yes ☒ No	SUPERVISION EXERCISED Yes	
INCUMBENT		POSITION NUMBER (Agency-Unit-Class-Serial)	
<i>The mission of the California Department of Tax and Fee Administration is to make life better for Californians by fairly and efficiently collecting the revenue that supports our essential public services.</i>			
POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the Supervisor II in the Talent Acquisition and Executive Recruitment Section (TAERS) of the Human Resources Bureau, the Supervisor I is the first-line supervisor and is responsible for the Outreach and Recruitment Unit (ORU) for the California Department of Tax and Fee Administration (CDTFA) and Board of Equalization (BOE). The Supervisor I represents and promotes CDTFA and BOE work culture and values at various recruitment events, forums, and committees. The Supervisor I engages with potential candidates and serves as a resource for recruitment information, including the selection process. The Supervisor I also works with hiring managers to identify and develop innovative recruitment strategies to attract potential candidates. Statewide travel may be required up to 20% of the time. Candidate must be able to perform the following essential job functions with or without reasonable accommodation.			
PERCENTAGE OF TIME SPENT	DUTIES		
35%	<u>ESSENTIAL JOB FUNCTIONS</u> Supervises, coaches, leads, plans, and directs ORU staff to attract potential candidates for the department to maintain a highly skilled workforce. Represents and promotes CDTFA at various recruitment efforts, including career fairs and departmental Expedited Hiring Events throughout the state. Independently coordinates with the Diversity and Inclusion Office and hiring managers across the department regarding outreach efforts and recruitment activities to ensure all program areas participate and are represented at recruitment events as well as various career/job fairs. Attends and participates in various recruitment forums and committees to develop relationships and gather useful recruitment resources to share events, trainings, tools, and discuss recruitment needs and trends. Represents the department in workforce group committees to promote CDTFA and BOE as an employer of choice. This includes participation in Apprenticeship programs and workforce committees with other state agencies to create a pipeline of internal and external candidates. Develops, establishes, and maintains relationships with colleges, community organizations, and state agencies for recruitment and outreach to advance employment interests. Remains active through job advertisements, social networks, and other platforms such as CalCareers, Handshake, and LinkedIn to promote the department's job vacancies.		
25%	Works closely with hiring managers to gain a comprehensive understanding of the program's hiring needs and implement innovative recruitment strategies. Partners closely with the Talent Acquisition Section (TAS) to ensure compliance with personnel laws, rules, regulations and policies, and applies the current civil service selection process and departmental best hiring practices to exchange accurate information with hiring managers and potential candidates regarding the civil service selection process.		

20%	Represents the Department at various division vacancy meetings and makes formal presentations to Executive staff and other CDTFA and BOE team members on recruitment efforts. Develops and monitors high-level recruitment projects, performance metrics, and oversees business process improvement efforts. Develops and maintains recruitment manuals and desk manuals to provide job training, technical support, and guidance to internal staff members regarding recruitment strategies. Attends recruiter training and services to gain additional knowledge. Provides comprehensive supervision and support to assigned team members, including training, mentoring, and ongoing development. Conducts one-on-one check-ins, performance monitoring, and formal appraisal discussions to support growth and accountability. Reviews and evaluates team members' work to ensure consistency with section goals, policy requirements, and quality standards. Oversees administrative functions such as timesheet approval, workload distribution, time-off and schedule requests, and documentation of performance-related matters.
15%	Works with various CDTFA and BOE programs to execute administrative duties, including recruitment event invoices and materials. Oversees the recruitment email-box and responds to recruitment inquiries. Attends and provides updates at various weekly and monthly recruitment/vacancy meeting sessions. Participates in activities supporting the Talent Acquisition and Executive Recruitment Branch (TAERB) by working collaboratively with both TAS and TAERS. Responsibilities may include assisting with outreach and recruitment events, supporting exam development and administration, contributing to CEA and Exempt examination activities, performing research or analytical tasks related to TAERS projects or executive recruitment priorities, supporting statewide hiring initiatives, assisting with hiring process improvement activities, and contributing to TAS-related workload or project assignments. Provides assistance on TAERB and section-related assignments as directed by branch management or executive leadership.
5%	<u>MARGINAL JOB FUNCTIONS</u> Performs other job-related duties as required.

WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED FOR THE JOB (if applicable):**Work Environment:**

- Position may be located in a high-rise building.

Physical Abilities:

- Daily use of computer and phone.

Additional Requirements/Expectations:

- Statewide travel may be required up to 20% of the time.

I have read this duty statement and fully understand that I must perform the Essential Job Functions of my position with or without reasonable accommodation.

PRINT EMPLOYEE NAME	EMPLOYEE'S SIGNATURE	DATE
---------------------	----------------------	------

I certify that the above accurately represents the duties of the position and that I have reviewed these duties with the above-named employee.

PRINT SUPERVISOR NAME	SUPERVISOR'S SIGNATURE	DATE
-----------------------	------------------------	------

HRB Approval Date: 8/25/2026

C&P Analyst Initials: AC