

**DEPARTMENT OF JUSTICE
DIVISION OF ADMINISTRATIVE SERVICES
OFFICE OF HUMAN RESOURCES
TALENT MANAGEMENT
COACHING AND CAREER DEVELOPMENT UNIT**

NAME: Vacant

CLASSIFICATION: Supervisor I (Limited Term)

POSITION NUMBER: 420-057-4800-901

WORKING TITLE: Career Development Supervisor

STATEMENT OF DUTIES: Under the general direction of the Supervisor II in the Office of Human Resources (OHR), Talent Management, Coaching and Career Development Unit, the Supervisor I has oversight responsibility for career counseling, upward mobility, mentoring, job rotation, exit interviews, and other various career development programs. The Supervisor I is expected to be a subject matter expert on career development methods and strategies and will be responsible for collaborating with divisions to identify career development opportunities and needs, in addition to developing and implementing career development strategies to meet the vision and goals of the Department of Justice (DOJ).

SUPERVISION RECEIVED: Reports directly to the Supervisor II, Coaching and Career Development Manager.

SUPERVISION EXERCISED: Directly supervises a team of Analyst IIs.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office, or similar environment. At the office, an enclosed or open-spaced cubicle in a smoke-free environment located within a high-rise building in Sacramento, California. Occasional statewide travel may be necessary.

ESSENTIAL FUNCTIONS:

40% Oversees and coordinates the daily operations of a team of consultants who facilitate career development programs by providing direction, guidance, and leadership as well as providing career counseling, mentoring, and coaching. Reviews staff development plans and implementation strategies. Ensures development programs are in conformance with departmental policies and procedures, labor contracts, and control agency policies. Establishes goals, objectives, and expectations for the team and leads efforts to develop strategies and solutions. Assigns, schedules, and tracks workload for subordinate staff and provides feedback on assignments, tasks, projects, and desired outcomes. Provides on-the-job training, information on methods, priorities, and deadlines, and approves formal training necessary to increase knowledge base. Communicates frequently with program management to discuss the status of projects, tasks, and teams. Performs research,

analyzes current processes and procedures, and implements developments which improve efficiency and effectiveness of training and strategies.

- 30%** Meets regularly with managers and supervisors to discuss career development programs and available opportunities including, but not limited to: facilitating career counseling sessions, providing career development intake, and creating and delivering tailored career development tools and trainings. Consults with stakeholders to ensure career development programs are meeting the strategic objectives of the Department. Collaborates with DOJ staff and supervisors to lead career development efforts. Develops presentations, career development documents, reports, and other communications for OHR management to evaluate career development programs.
- 15%** Develops, consults, coordinates, and evaluates career counseling and upward mobility services for the DOJ's statewide Career Development Program. Facilitates career counseling sessions with DOJ staff including, but not limited to: career assessments, goal setting, application reviews, and mock interviews. Provides career development consultative expertise and feedback for Departmental staff. Leads the planning and publication of career pathways and the steps necessary to achieve career goals. Responds to all career development related inquiries received from Departmental staff, educational institutions, personnel, and other individuals. Develops and maintains a tracking system and feedback mechanisms to assist in the evaluation of career counseling, upward mobility, career pathway accomplishments, and resources. Prepares reports and presentations for management concerning status and impact of career coaching and counseling efforts.
- 5%** Provides DOJ staff with the information, resources, and career tools needed to understand their career pathways and prepare for career advancement. Coordinates and monitors career development efforts through data collection, analysis, and reporting.
- 5%** Creates and maintains career development intranet resources for DOJ such as digital guides, documents, and videos. Researches, designs, and curates digital content for career development.
- 5%** Provides coverage for shared inboxes in responding to career development inquiries. Acts as a back up to other program areas in partnership with immediate team members within the Coaching and Career Development Unit.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

- ☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.

Supervisor I - LT
Duty Statement

- ☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- ☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- ☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Employee's Signature Date

Supervisor's Signature Date