

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☐ Proposed

RPA NUMBER	DGS DIVISION / OFFICE or CLIENT AGENCY Office of Human Resources	
UNIT NAME Office of Human Resources	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 707 3rd Street, West Sacramento, CA 95605	
CIVIL SERVICE CLASSIFICATION Career Executive Assignment (CEA) B	POSITION NUMBER 306-270-7500-001	CBID M01
POSITION ELIGIBLE FOR TELEWORK: ☒ Yes ☐ No	PROBATIONARY PERIOD ☐ 6 Months ☐ 12 Months ☒ N/A	WORK WEEK GROUP WWG E – FLSA Exempt
WORK SCHEDULE (DAYS / HOURS) Monday-Friday / 8:00 am - 5:00 pm	TENURE Non-Tenured	
WORKING TITLE Chief, Office of Human Resources	TIMEBASE Full Time	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): ☒ Yes ☐ No	BILINGUAL POSITION: ☐ Yes ☒ No LANGUAGE NEEDED: ☐ Verbal ☐ Written Proficiency language in: _____	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION ☐ Rank and File ☒ Supervisor ☐ Specialist ☐ Office of Administrative Hearings ☐ Client Agency

The Department of General Services' (DGS) Core Values and Expectations of Supervisors and Managers are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS managers and supervisors are to adhere to the Core Values and Expectations of Supervisors and Managers, and to exhibit and promote behavior consistent with those values and expectations.

POSITION CONCEPT

Under the administrative direction of the Deputy Director of the Administration Division, the Chief, Office of Human Resources, provides leadership through subordinate managers in developing and implementing human resources strategies to ensure alignment with the Department of General Services (DGS) overall mission and strategic goals and objectives. As such, the Chief is responsible for strategic planning and managing human resources programs, functions, and activities for DGS and Client Agencies. This includes developing and leading the human resources team and providing professional human resources support, advice, and guidance to the DGS executive team and Client Agency leadership.

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment.

Travel may be required when necessary to locations throughout California.

This position is eligible for telework, in accordance with DGS's Telework Policy, and will be required to report to the office as needed/required. The successful candidate must reside in California upon appointment.

☐ Medical Clearance	☐ Background Clearance	☐ Typing	☐ DMV Pull Notice	☐ Drug Testing
SPECIAL REQUIREMENTS ☐ Vehicle Home Storage Permit	☐ Driver's License and Class (specify below in Description)	☐ Certificate (specify below in Description)		
☐ Professional License (specify below in Description)		☐ Other (specify below in Description)		

Telework

The employee must reside in California.

ESSENTIAL FUNCTIONS

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PERCENTAGE	DESCRIPTION
25%	Plan, organize, and direct the daily operations of all the human resource (HR) functions within the Personnel Transactions and Payroll, Administration and Specialized Human Resources, Medical Management Section, and Hiring Support branches, providing executive leadership and management. Ensure compliance with the California Department of Human Resources (CalHR) and the State Personnel Boards (SPB) laws, rules, and regulations. Ensure all HR team members have the necessary tools, training, and resources to meet operational needs and provide timely and high-quality customer service. Establish priorities and develops strategies to accomplish tasks.
25%	Provide guidance and consultation to DGS management team, DGS executive leadership, program management, client agencies, and HR staff on all HR-related matters including the most complex, sensitive, and confidential HR-related matters and processes. Ensure the application of sound personnel management practices and establish and maintain positive working relationships with department management, staff, client and control agencies. Ensure the consistent enforcement of DGS personnel policies and processes. Advise the department on the HR implications of proposed legislation, budget change proposals, and reorganizations, in order to support informed decision-making at the executive level. Develop, update, and oversee HR-related policies and trainings for the department.
20%	Develop and oversee the department's HR information systems and data reporting, in order to ensue accurate record keeping and support data-driven decision making. Analyze and interpret data and metrics to effectively track workload, workflow, identify trends, make informed decision and solve problems. Serve as an innovative, human-centered focused change agent using various techniques and systems to enhance the customer and HR- employee experience. Assess program needs, evaluate processes and take actions to facilitate organizational effectiveness and promote workforce excellence.
20%	Implement and maintain a comprehensive talent management strategy to effectively, recruit, retain, develop, and monitor an engaged workforce. Lead departmental workforce and succession planning efforts, including analysis of retirement trends, critical vacancies, and staffing gaps, in order to support long-term organizational continuity.
10%	Serve on HR statewide workgroups, task forces, and initiatives. Testify at hearings on behalf of DGS, and meet with internal and external stakeholders throughout the state. Act as a representative of DGS in complex personnel matters involving high-level executive management interactions with CalHR, SPB, State Controller's Office, State Compensation Insurance Fund, and California Public Employees Retirement System. Address issues, ensure timely response to audits, and advocate for the department's interests.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS☐ Travel (Specify the percentage in the travel box below)

Work Environment:

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Cubicle setting with modular furniture and overhead cabinets

Fast-paced work environment with competing deadlines and changing priorities High-rise building

Indoor parking garage/lot facilities Industrial/warehouse facility environment Low-rise building

May be required to be on standby or on-call in accordance with applicable Memorandum of Understanding May be required to work overtime and/or varied shifts for coverage, workload fluctuations, and/or emergency response

May encounter live or dead insects/animals/rodents/wildlife

May involve entering job site in secured areas such as state prisons, youth institutions and mental hospitals Natural light

Outdoor parking garage/lot facilities Professional office environment Shared workspace

Temperature controlled office environment

Physical Requirements:

Frequency 25% - 49%

Remain stationary (seated or standing) for an extended period of time

Frequency 25% - 49%

Remain seated for an extended period of time

Frequency 25% - 49%

Remain standing for an extended period of time

Frequency 25% - 49%

Walking for an extended period of time

Frequency 25% - 49%

Balancing to move about uneven surfaces and/or terrain, stairs, ladders, etc

Frequency 25% - 49%

Moving about over uneven surfaces and/or terrains

Frequency 25% - 49%

Use of stairs or elevator

Frequency 75% or more

Use of a personal computer and/or tablet, cell phone, etc.

Frequency less than 25%

Driving an assigned vehicle for extended periods of time

Frequency less than 25%

Entering and exiting vehicles

DESIRABLE QUALIFICATIONS

- Demonstrated experience and knowledge of civil service human resources services including, but not limited to, workforce hiring and development, classification allocation, payroll, benefits, reasonable accommodation, workers compensation, digital innovation, and succession management.
- Model leadership competencies such as integrity, reliability, flexibility, adaptability, empowerment, and encouragement of others to act.
- Excellent written and verbal communication and negotiation skills, with the ability to maintain open, honest, consistent, confident, and professional communication always.
- Ability to gain confidence and support of Executive staff and client agencies and advise them on a wide range of human resources and other administrative matters.
- Expert knowledge and understanding of applicable employment laws.

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- Ability to positively drive change management.
- Foster and develop a culture that supports diversity, equity, and inclusion.
- Ability to collaborate effectively with internal and external staff, stakeholders, and clients.
- Comfortable making public presentations and establishing a level of credibility and trust with those being addressed.
- Ability to be flexible, adaptable, and to thrive in a high volume, demanding environment with multiple priorities.
- Outstanding organizational skills with attention to detail while still maintaining a big picture perspective.

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at reasonableaccommodation@dgs.ca.gov)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED
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I have discussed the duties of the position with the employee and certify the duty statement represents an accurate description of the essential functions of the position. I have provided the employee with a copy of this duty statement.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED
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C & P APPROVED BY	DATE SIGNED
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