CALIFORNIA DEPARTMENT OF HUMAN RESOURCES

Duty Statement
Department of Human Resources
State of California

☐ Current ☒ Proposed

Classification Title	Division/Unit
Supervisor II	EAMSD/Equity and Professional Development Branch
Working Title	**HQ Designation**
Equity and Professional Development Manager	CalHR Sacramento
Position Number	**Date Prepared**
363-950-4801-002	8/18/2026
Name	**Effective Date**

CalHR Mission, Vision, and Values

The California Department of Human Resources (CalHR) is responsible for issues related to employee salaries and benefits, job classifications, civil rights, training, exams, recruitment and retention. For most employees, many of these matters are determined through the collective bargaining process managed by CalHR.

Our Mission: To serve as the trusted advisor to our strategic partners and the public, providing exceptional human resource services and guidance in developing a diverse and inclusive workforce.

Our Vision: Shaping California's future of public service excellence with fair and equitable employment opportunities and a diverse, engaged workforce.

CalHR Core Values: People Centric, Leadership, Accountability, DEIA, Integrity, and Transparency.

General Statement

Under the general direction of the Chief of the Equity and Accessibility Management Services Division (EAMSD), the Supervisor II manages the Equity and Professional Development Branch, which includes the EEO Academy and Diversity, Equity, Inclusion, and Accessibility (DEIA) functions. The Supervisor II provides leadership and direction for training and professional development, curriculum and resource development, DEIA initiatives, data and policy analysis, outreach, and related projects.

Job Functions

[Essential (E) / Marginal (M) Functions] conducted [Onsite (O) / Virtually (V)]:

An itemized listing of the specific job duties and the percentage of time spent on each separate and distinct task, with essential and marginal functions identified. Percentages must be listed in descending order and must equal 100.

Percentage	(O) / (V)	Essential Job Duties
35%	OV	• Plan, organize, direct, and oversee the work of the EEO Academy and DEIA staff.

		• Establish priorities, assign and monitor workload, and ensure assignments are completed timely and meet program and division expectations. • Review complex and sensitive work products and provide direction on issues requiring management review or coordination. • Provide ongoing coaching and feedback, complete performance evaluations, address performance issues, and identify staff development opportunities. • Coordinate work across the EEO Academy and DEIA functions and identify opportunities to share resources and expertise. • Assess workload, staffing, and resource needs and make recommendations to the Assistant Chief. • Support recruitment, onboarding, succession planning, and continuity of operations.
30%	OV	• Provide leadership and direction for the EEO Academy, including training, curriculum development, certificate pathways, and learning resources. • Establish priorities for new course development and updates to existing courses based on program needs, changes in law or policy, department feedback, and emerging issues. • Oversee the development and delivery of instructor-led, virtual, customized, and on-demand training. • Ensure Academy courses and resources are accurate, current, accessible, and provide practical information departments can apply in their work. • Work with EAMSD managers and subject matter experts to ensure training and resources are consistent with program guidance and expectations. • Guide the development of toolkits, job aids, microlearning, and other resources that support learning and promote greater consistency in EEO practices and processes across departments. • Review participant feedback, course evaluations, and department needs to identify opportunities to improve or expand Academy offerings. • Identify opportunities to expand in-person and customized training, communities of practice, regional learning opportunities, conferences, and other professional development activities.
20%	OV	• Provide direction and oversight for DEIA activities that support EAMSD and CalHR priorities. • Establish priorities for DEIA-related communications, learning resources, outreach, data analysis, policy review, reporting, and special projects. • Oversee the analysis of workforce and program data to identify trends, gaps, and opportunities for improvement and support EAMSD planning and decision-making. • Guide the development of DEIA-related tools, resources, communications, and learning opportunities. • Review complex analytical work, reports, policy and legislative analyses, recommendations, and other materials prepared for EAMSD and CalHR leadership.

		• Coordinate DEIA work with the EEO Academy and other EAMSD programs to incorporate equitable, inclusive, and accessible practices into training, resources, communications, and processes where appropriate. • Provide guidance and resources to departments on DEIA-related matters, as appropriate and upon request.
10%	OV	• Advise the Assistant Chief on EEO Academy, professional development, DEIA, workload, staffing, and related program needs. • Identify emerging issues and recommend changes to training, resources, services, and processes. • Collaborate with EAMSD managers and staff to coordinate training, resources, communications, and projects across programs. • Build and maintain relationships with departments to identify training and resource needs and opportunities for customized support. • Represent EAMSD in meetings, workgroups, forums, and other activities related to assigned programs. • Coordinate with internal CalHR partners and other stakeholders on projects and initiatives that support branch and division priorities.
Percentage	**(O) / (V)**	**Marginal Job Duties**
5%	OV	• Prepare briefings, reports, workload information, and other materials for the Assistant Chief and division leadership. • Support recruitment, hiring, onboarding, and other administrative activities for the branch. • Participate in division and department meetings, committees, and special projects as assigned. • Monitor branch administrative needs and coordinate with appropriate EAMSD and CalHR staff. • Perform other related duties as required.

Supervision Received

The Supervisor II reports directly to and receives the majority of assignments from the Chief of the Equity and Accessibility Management Services Division; however, direction and assignments may also come from the Assistant Chief.

Supervision Exercised

The Supervisor II directly supervises professional staff assigned to the EEO Academy and Diversity, Equity, Inclusion, and Accessibility functions.

Special Requirements/Desirable Qualifications

Experience managing professional staff and multiple programs or projects; developing or overseeing training, professional development, curriculum, or learning resources; and reviewing complex analytical, policy, or program work. Knowledge of EEO, civil rights, DEIA, or related human resources programs is desirable. Must possess strong written and verbal communication skills, sound judgment, and the ability to manage competing priorities, build collaborative relationships, use data and feedback to improve programs, support staff development, and effectively lead through changing priorities.

CalHR employees are expected to model and support CalHR Core Values.

Working Conditions

The duties of this position are performed indoors at the 1515 “S” Street building. The employees’ workstation is equipped with standard or ergonomic office equipment, as appropriate. The position requires regular use of a computer and participation in virtual and in-person meetings. Some travel may be required to attend or participate in off-site meetings, trainings, conferences, forums, workshops, outreach events, and other activities related to branch and division responsibilities.

To promote collaboration, team cohesion, and employee development, CalHR operates on a hybrid schedule in accordance with both Statewide and CalHR’s Telework Policies.

Attendance

Employees must maintain regular and acceptable attendance, as determined solely by the Department. They must be regularly available on-site or virtually and willing to work the hours deemed necessary or desirable to meet the Department's business needs.

Employee Acknowledgement

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation (RA). * (If you believe an RA is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the RA Coordinator.)

*****An RA is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of their job or to enjoy an equal employment opportunity.

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	**Employee Name**	**Date**

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

Supervisor Signature	**Supervisor Name**	**Date**