CALIFORNIA DEPARTMENT OF HUMAN RESOURCES

Duty Statement
Department of Human Resources
State of California

☐ Current ☒ Proposed

Classification Title	**Division/Unit**
Manager I	Workforce Development Division
Working Title	**HQ Designation**
Statewide Workforce Planning Section Chief	CalHR Sacramento
Position Number	**Date Prepared**
363-940-4969-002	October 1, 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 Workforce Development Division Chief, the Manager I is responsible for the full management and supervision of CalHR's Statewide Workforce Planning and Succession Management Program and team. Duties include, but are not limited to, the following:

Job Functions

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

Percentage	(O) / (V)	Essential Job Duties
40%	OV	Manages CalHR's statewide Workforce Planning and Succession Management Programs to deliver outstanding planning services in support of agency and department efforts to create and maintain efficient workforce and succession management plans. Oversees the development and implementation of a Statewide Workforce and Succession Management strategy that includes collecting, analyzing, and interpreting data on systemic civil service workforce challenges to inform that creation of tools, resources and guidance to state departments. Works with state agencies and departments to collect, evaluate, and report on the status of department workforce and succession management plans; develops needed

		policy; ensures all statewide workforce planning and succession management tools, resources and services are properly evaluated for effectiveness and that they represent the latest best practice material available; oversees the development and implementation of a program marketing and outreach plan that keeps customers informed of available services and resources; manages a statewide workforce planning and succession management training program that educates customers on related policy requirements and how to develop and maintain effective plans.
25%	OV	Manages the Workforce Planning and Succession Management program staff. Delegates assignments to staff to ensure timely completion. Provides feedback to staff, ensures training needs are met, and implements timely performance management practices as needed. Provides supervision to direct reports and provides oversight to matrixed staff in other divisions engaged in the work supporting Workforce Planning and Succession Management programs.
15%	OV	Leads and inspires program staff to deliver outstanding statewide workforce planning and succession management services and analytics in support of agency and department efforts to measure and act on improving workforce development. Leverages technology to improve efficiency and effectiveness of program processes and accuracy of program records and data. Applies complex data analytics to facilitate comprehensive and innovative solutions to workforce planning and succession management opportunities and challenges. Collaborates with partners internal to CalHR as well as state agencies and departments to ensure program goals, strategies and resources produced are based on robust quantitative and
15%	OV	Ensures the workforce and succession management programs are well aligned with the apprenticeship, organizational development, and talent development program within the Workforce Development Division. Consults and advises executives, management and other key stakeholders on a wide variety of complex and sensitive issues related to workforce planning succession management and leveraging workforce data for maximum effectiveness. Oversees the production of timely, accurate reports as requested by agencies, departments, the Legislature and other state organizations and presents the analysis and findings in writing and orally as necessary. Develops and manages program business plans and maintains a culture of continuous process improvement. Monitors and evaluates national and state workforce planning and succession management trends, forecasts program impacts, and develops appropriate mitigating strategies.
5%	OV	Represents CalHR in executive forums, statewide advisory groups, and professional organizations focused on public sector workforce planning and succession management. Serves as the Executive Sponsor for the Quarterly Workforce Planning Forum, strengthening collaboration, knowledge sharing, and professional development among the workforce planning and succession management community across state government.

Supervision Received

The Manager I reports directly to and receives the majority of assignments from the Division Chief of the Workforce Development Division; however, direction and assignments may also come from the Chief Deputy Director.

Supervision Exercised

The Manager I exercises full managerial and supervisory duties over a broad range of classifications to successfully administer efficient statewide organizational guidance. This includes, but is not limited to Supervisor Is and Analyst IIs

Special Requirements/Desirable Qualifications

CalHR employees are expected to model and support CalHR Core Values. Desirable qualifications include:

- A working knowledge of workforce planning, succession management theory and best practices, human resources and labor relations laws, rules, policies and practices particularly in the public sector.
- Collaborative leadership style and excellent interpersonal, written and oral communication skills.
- High degree of emotional intelligence.
- Ability to adjust well to changes in assignments, workload and priority as well as lead others through change.

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.

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**