Employment Development Department
State of California

☒ Current
☐ Proposed

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Supervisor II	*Chief of Staff*
NAME OF INCUMBENT:	POSITION NUMBER:
	280-330-4801-001
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Deputy Director's Office	Todd TilVerold
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Unemployment Insurance Deputy Director's Office	Career Executive Assignment – Deputy Director
BRANCH:	REVISION DATE:
Unemployment Insurance	7/17/2025

Duties Based on: ☒ FT ☐ PT– Fraction _____ ☐ INT ☐ Temporary – _____ hours

2. REQUIREMENTS OF POSITION

Check all that apply:

☐ Conflict of Interest Filing (Form 700) Required
☒ May be Required to Work in Multiple Locations
☐ Requires DMV Pull Notice
☒ Travel May be Required
☐ Call Center/Counter Environment
☒ Requires Fingerprinting & Background Check
☐ Bilingual Fluency *(specify below in Description)*
☐ Other *(specify below in Description)*

Description of Position Requirements:
(e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)

Travel to EDD UI Field Offices as needed.

3. DUTIES AND RESPONSIBILITIES OF POSITION

Summary Statement:
(Briefly describe the position's organizational setting and major functions)

Under the general direction of the UI Branch Deputy Director, the incumbent serves as Chief of Staff and manager of the Deputy Director's Office, providing supervisory leadership, operational oversight, and executive coordination in support of Branch priorities and objectives. The incumbent oversees the Branch Communication and Change Management Unit and the Administrative Services Unit and is responsible for planning, organizing, directing, coordinating, and evaluating the work of assigned staff to ensure effective program administration, resource management, and delivery of management support services.

The incumbent serves as a central coordination point between the Deputy Director and UI Branch Division Chiefs, Employment Development Administrators (EDAs), and other departmental leaders. The incumbent facilitates implementation of management directives, monitors Branch-level assignments and initiatives, provides guidance on complex administrative and organizational issues, and develops data-informed recommendations to support executive decision-making. Within delegated authority, the incumbent represents the Deputy Director, coordinates responses to sensitive or high-priority matters, and ensures appropriate communication and follow-through on management decisions.

Percentage of Duties	Essential Functions
40%	Provides full supervisory oversight of staff assigned to the Deputy Director's Office, Branch Communication and Change Management Unit, and Administrative Services Unit, consistent with the approved organizational structure. Plans, organizes, assigns, prioritizes, and reviews work to ensure assignments are clearly defined, appropriately resourced, and completed accurately and within established deadlines. Establishes and communicates performance expectations, staff responsibilities, and delegated authority before assignments begin. Monitors workload, project milestones, quality, and productivity to ensure effective use of assigned resources and timely completion of deliverables. Evaluates employee performance, provides coaching and feedback, identifies training and development needs, completes training plans and probationary reports, and participates in recruitment, selection, and other personnel actions consistent with delegated authority. Addresses performance concerns and recommends or initiates appropriate corrective action in accordance with departmental policies and procedures. Establishes procedures and accountability measures to improve operational effectiveness, promote staff development, and maintain consistent service delivery across assigned units.
25%	Manages the daily operations of the Deputy Director's Office and serves as the central coordination point for assignments and directives issued by the Deputy Director to Division Chiefs, EDAs, and other designated management staff. Coordinates the tracking, review, and completion of executive assignments, management requests, and Branch-level initiatives. Provides guidance to Division Chiefs and management staff regarding priorities, administrative processes, implementation expectations, and resolution of complex operational issues. Identifies emerging concerns, evaluates information and potential impacts, develops recommendations, and elevates matters requiring executive review or approval. Prepares, reviews, and coordinates executive correspondence, reports, briefings, presentations, and decision documents to ensure accuracy, clarity, organization, compliance with departmental protocols, and completion within established clearance timelines. Participates in Senior and Executive Leadership Team meetings, coordinates follow-up activities, and monitors implementation of decisions and action items. Represents the Deputy Director's Office within the scope of delegated authority.
20%	Oversees the planning, coordination, and evaluation of Branch communication and change management activities. Directs assigned staff in developing communication strategies, materials, implementation plans, and stakeholder engagement activities to support new and existing programs, organizational changes, and Branch priorities. Ensures communication activities are coordinated across UI Branch divisions and other organizational units and that messages are clear, consistent, timely, and aligned with approved management direction. Serves as a liaison between UI Branch divisions, other EDD branches, and appropriate departmental stakeholders to facilitate information sharing, address implementation challenges, and resolve cross-organizational issues. Represents the Branch on enterprise-level teams, committees, and projects as assigned. Coordinates staff participation, monitors deliverables, and communicates project status, risks, and recommendations to Branch leadership. Evaluates communication and change management effectiveness and recommends improvements to support employee awareness, workforce readiness, and consistent implementation of approved initiatives.
10%	Fosters productive working relationships with Branch management, employees, departmental leadership, and other internal and external stakeholders. Facilitates communication and consultation to address a broad range of governmental, supervisory, organizational, and

	leadership issues. Coordinates stakeholder input, clarifies responsibilities, resolves communication barriers, and supports the development of practical solutions to complex Branch concerns. Communicates significant operational issues, risks, recommendations, and implementation updates to the Deputy Director and appropriate management staff. Promotes collaboration, professionalism, confidentiality, and consistent communication in support of Branch objectives.
Percentage of Duties	**Marginal Functions**
5%	Other duties as assigned.

4. WORK ENVIRONMENT *(Choose all that apply)*

Standing: Frequently - activity occurs 33% to 66%	Sitting: Frequently - activity occurs 33% to 66%
Walking: Frequently - activity occurs 33% to 66%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%

Other: *Click here to enter text.*

Type of Environment:
☒ High Rise ☐ Cubicle ☐ Warehouse ☐ Outdoors ☒ Other**:** Telework

Interaction with Customers:
☐ Required to work in the lobby ☐ Required to work at a public counter
☐ Required to assist customers on the phone ☐ Required to assist customers in person
☒ Other: Provides assistance to internal customers.

5. SUPERVISION EXERCISED:
(List total per each classification of staff)

Directly - 1 Supervisor I and 2 Analyst IIs; Indirectly – 5 Analyst I/IIs

6. SIGNATURES

Employee's Statement:
I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.

Employee's Name:

Employee's Signature: Date:

Supervisor's Statement:
I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.

Supervisor's Name:

Supervisor's Signature: Date:

7. HRSD USE ONLY

Classification and Pay Group (CPG) Approval

☒ Duties meet class specification and allocation guidelines.	CPG Analyst Initials	Date Approved
☐ Exceptional allocation, STD-625 on file.	AL	10/15/2026

Civil Service Classification	**Position Number**
Supervisor II	280-330-4801-001

Reasonable Accommodation Unit use ONLY *(completed after appointment, if needed)*

If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations made:

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file