Duty Statement

☐ Current ☒ Proposed

RPA Number:	Classification Title: Manager II	Position Number: 673-810-4802-XXX
Incumbent Name:	Working Title: Human Resources Branch Chief	Effective Date: Click or tap to enter a date.
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Administrative Services Division	Section/Unit: Human Resources Branch	Reporting Location: Sacramento HQ – 1001 I St
Supervisor's Name: Grant Harris	Supervisor's Classification: Chief, CEA	CBID: M01
Confidential Designation: ☐ Yes ☒ No	Designated Position for Conflict of Interest: ☒ Yes ☐ No	Position Telework Eligible: ☒ Yes ☐ No
Supervision Exercised: ☒ Managerial ☐Supervisory		

General Statement

Under delegation from the California Department of Human Resources (CalHR), the Human Resources Branch (HRB) provide human resources guidance to the programs of the California Air Resources Board (CARB) and the California Environmental Protection Agency (CalEPA) through provision of timely, accurate, and customer service oriented human resources support.

Competencies

All employees are responsible for understanding and demonstrating the core competencies of collaboration, communication, customer engagement, digital fluency, diversity and inclusion, innovative mindset, interpersonal skills, and resilience.

Supervisors and managers are responsible for understanding and demonstrating the leadership competencies of business acumen, inspirational leadership, results-oriented, stewardship, talent management, and vision & strategic thinking.

Position Description

Under administrative direction of the Administrative Services Division (ASD) Chief (CEA Level B), the Human Resources Branch Chief ensures the Department's personnel programs follow laws, regulations, policies, and best practices. Provides direction, guidance, and consultation to the CARB and CalEPA management and executive teams. Performs as subject matter expert to managers and supervisors on personnel-related matters. Serves as the Department's technical expert for personnel matters and handles the most critical, and sensitive, human resources matters. This position provides direct supervision for Three Supervisor II positions responsible for performing Section Chief duties. Provides indirect supervision of professional, semi-professional and technical staff in the Classification, Examination and Recruitment Section; Workforce Development and Performance Section; and the Transactions Section.

% of Time	Essential Functions
40%	Manage and provide expert guidance to the HRB professional, technical and support staff in all aspects of personnel-related matters including classification and pay; examination and recruitment; progressive discipline; transactions and benefits; workforce and succession planning; transactions; position control, labor relations, and staff development. Ensure effective outcomes by establishing, implementing, and communicating short and long-term organizational and strategic goals, performance measurements, objectives, policies, and operating procedures; providing clear expectations and assigning tasks; monitoring and evaluating operational effectiveness; making recommendations for process improvement, streamlining processes, providing direction, guidance, and leadership to staff to meet the organization's goals. Consult with the ASD Chief on sensitive and time-critical policy issues, organizational changes, personnel management issues, and allocation of resources. Serve as a technical expert and consultant to managers and supervisors on varied human resources (HR) needs and personnel issues, and to CARB's bargaining team in union negotiations.
30%	Serve as HR enterprise policy advisor for all HR management issues. Provide expert consultation on the full range of personnel matter related recommendations and provide high-level expertise to the ASD Chief, CARB executive management, and CalEPA. Provide extensive policy and program consultation and advice to ASD Chief, CARB leadership, and CalEPA Office of Secretary in rendering sensitive HR, performance management, workforce strategy and organizational restructuring decisions. Direct the review, implementation and improvement of new and existing policies, processes and procedures while ensuring HR program integrity to achieve CARB goals, strategic vision, legislative mandates, business direction, and performance objectives. Continually assess assigned HR programs for risks to ensure the sustainability of critical business processes and develop and implement risk mitigation strategies. Develop and implement innovative recruitment, retention, workforce development, and succession planning initiatives for HRB and department-wide staff. Review staff performance and provide effective evaluations. Provide opportunities for growth and advancement, or counseling and assistance, as necessary.
20%	Evaluate the effectiveness and timeliness of the CARBs personnel services; determine training needs for the CARBs managers, supervisors, and employees. Develop and advise management on personnel policies and procedures to ensure legal and appropriate classification, recruitment, selection, and testing methods are used. Establish and maintain effective communication within the department and with other state agencies by conducting, attending, and participating in meetings and briefings with management, control agencies; coordinate with CalHR and SPB to serve as CARBs and CalEPAs high-level representative for critical and sensitive personnel issues.
5%	Oversee the administration of CARBs incentive compensation programs and provide guidance on the establishment, maintenance, and application of relevant policies. Direct the development of complex packages to increase or modify existing Career Executive Assignment (CEA) and/or Exempt allocations. Provide guidance and input to appropriate leveling and base pay for CEA positions. Oversee collaboration with the Board's Executive and Investment Compensation

	Consultant to ensure items that fall under the Board's authority for position covered under Government Code 20098 are taken to the Board for action. Personally, perform the most sensitive tasks related to these high-level complex programs. Direct confidential studies and analyses on various classification issues and reorganization proposals. Participate on intra and interdepartmental task forces concerned with HR matters.

% of Time	Marginal Functions
5%	Represent CARB and CalEPA at the Ad Hoc forum, assist where needed within HRB's functions and special projects, and act for the ASD Chief as assigned.

Typical Physical Conditions/Demands

This position requires frequent sitting, standing, walking, bending, and reaching. It also requires frequent use of hands, wrists, and fingers for keyboarding and document manipulation. Lifting and carrying objects weighing up to 25 pounds may be necessary. Occasionally, you may be exposed to outdoor weather, dust, or noise.

Typical Working Conditions

The incumbent works in a smoke-free environment in a high-rise office building in downtown Sacramento in an enclosed, non-windowed office cubicle. The work schedule is Monday through Friday. Travel may be required locally and within the state.

Special Requirements of Position (Check all that apply):

☐ Duties may require pre-employment and routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
☐ Duties require participation in the DMV Pull Notice Program.
☐ Performs other duties requiring high physical demand. (Explain below)
☐ Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
☒ Travel up to __20____ percentage
☐ Bilingual Fluency needed in _____(language)
☐ Other-

Supervisor Statement

I certify that this duty statement accurately describes the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name:	Supervisor Signature:	Date: Date

Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify that I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

** Reasonable accommodation 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 his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Do you need reasonable accommodation to perform the essential functions of this position? ☐ Yes ☐ No		
Employee Name:	Employee Signature:	Date: Date