STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current
☑ Proposed

RPA NUMBER	DGS DIVISION / OFFICE or CLIENT AGENCY	
31296	Enterprise Planning and Inclusiveness	
UNIT NAME	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605)	
Equal Employment Opportunity Office	707 3rd Street, West Sacramento, CA 95605	
CIVIL SERVICE CLASSIFICATION	POSITION NUMBER	CBID
Analyst III	306-102-5402-XXX	R01
POSITION ELIGIBLE FOR TELEWORK: ☑ Yes ☐ No	PROBATIONARY PERIOD ☐ 6 Months ☐ 12 Months ☑ N/A	WORK WEEK GROUP 2
WORK SCHEDULE (DAYS / HOURS)	TENURE	
Monday - Friday / 8:00 am - 5:00 pm	Limited Term	
WORKING TITLE	TIMEBASE	
EEO Specialist	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 Employee Expectations 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 employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

POSITION CONCEPT

The Equal Employment Opportunity (EEO) Office within the Enterprise Planning and InClusiveness (EPIC) division is responsible for overseeing DGS's compliance with various federal and state civil rights laws and implementing regulations and executive orders pertaining to DGS employment and services. Under the general direction of the EEO Manager (Supervisor II), the incumbent is responsible for investigating discrimination and harassment complaints, formulating responses to charges filed against the department through external agencies, providing technical guidance to executive-level and senior management staff, and assisting with the administration and coordination of EEO program compliance requirements.

SPECIAL REQUIREMENTS

☐ Medical Clearance ☐ Background Clearance ☐ Typing ☐ DMV Pull Notice ☐ Drug Testing
☐ 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

PERCENTAGE	DESCRIPTION
35%	Conducts timely, impartial, and thorough investigations of complex and sensitive discrimination and harassment complaints with minimal supervision. Interviews complainants, respondents, and witnesses by video conference call, telephone, or in person. Independently analyzes information to determine reasonable and fair conclusions based on facts and whether a policy violation has occurred. Performs completed staff work on all final work products (such as investigation report, jurisdictional assessment, response letter, and other correspondence related to each case. Gathers relevant documents and information and formulates responses to respond timely to discrimination and harassment charges filed against the department through federal or state agencies. Assists the

PERCENTAGE	DESCRIPTION
	EEO Manager with gathering responsive documents to subpoenas, interrogatories, public record requests, audit requests, and other related requests. Uses sound judgment in sharing information or responding to inquiries from internal and external stakeholders (such as complainants, respondents, witnesses, management, representatives, other government agencies, and members of the public). Maintains case files and logs, and updates case-related information in case management systems.
30%	Apprises the EEO Manager of investigation progress, investigative findings, and emerging discriminatory issues, and recommends solutions and strategies. Provides technical guidance to executive-level and senior management staff on EEO-related matters and the department's discrimination complaint process. Independently conducts in-depth research and analysis on the most complex issues with reference to the appropriate interpretation and application of various federal and state civil rights laws. Participates in or leads interactive meetings with the EPIC Deputy Director / EEO Officer, Constructive Intervention Unit, Office of Legal Services, Office of Human Resources, and management.
20%	Supports the EEO Manager in administering and coordinating EEO program compliance requirements, such as the Limited Examination and Appointment Program, religious accommodations, annual workforce analysis, bilingual services, language access complaints, and biennial language survey. Prepares, in conjunction with the EEO Manager, mandated reports and implementation plans as required by federal and state civil right laws. Develops, in conjunction with the EEO Manager, training and informational materials on various EEO-related topics. Conducts training to rank and file employees, supervisors, managers, and executive-level management on an as-need basis in consultation with the EEO Manager.
10%	Participates or leads program and policy development and special projects. Represents the department in conferences, meetings, and administrative hearings which includes providing testimony and depositions, and presenting the department's decision on cases. Serves in an advisory capacity on the department's Disability Advisory Committee. Assists the EEO Manager with developing and updating EEO policies and forms, intranet page, and other related items.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Performs other job-related duties as assigned. Acts as a back-up to the EEO Manager as required.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

☑ Travel (Specify the percentage in the travel box below)

Travel 5 % of the time to various locations and may include overnight travel by various methods of transportation.

The work environment: The incumbent performs duties with a high degree of independence and responsibility. Poor judgment and execution could impact all facets of DGS and directly influence management's ability to foster a workplace free from discrimination and harassment. Any lapses in judgment or performance could lead to mishandling of sensitive information or expose DGS to legal risks associated with EEO-related issues. The incumbents works in a fast-paced work environment with competing priorities and tight deadlines. The incumbent must be able to handle stressful or sensitive situations with tact, diplomacy, and confidentiality. The incumbent must follow established policies and procedures, communicate effectively orally and in writing, and demonstrate

regular and predictable attendance. Consistent with good customer service, the incumbent is expected to be courteous, provide timely responses to internal/external stakeholders, and follow through on commitments. The incumbent is expected to work closely with the Constructive Intervention Unit, Labor Relations Office, Office of Legal Services, Office of Human Resources. The incumbent may receive direction or assignments from the EPIC Deputy Director / EEO Officer.

The physical requirements:
• Regular use of standard office equipment, data, and communications-related technologies such as personnel computer applications, telecommunications equipment, Internet, voice mail, etc.
• Requires ability to complete tasks that require making repetitive hand movements in the performance of daily duties.
• Requires prolonged sitting and/or standing in a workstation for 6.5 to 7 hours per day.
• Requires occasional travel for on-site investigations, as needed.

DESIRABLE QUALIFICATIONS

• Knowledge of an EEO program
• Experience conducting workplace investigations
• Ability to grasp, breakdown, and explain complex information
• Ability to stay organize and manage multiple assignments
• Excellent writing skills
• Great customer service

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

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

C & P APPROVED BY	DATE SIGNED