State of California Department of Fish and Wildlife
DUTY STATEMENT
DFW 242A (REV. 07/18/22)

☒ **PROPOSED**
☐ **CURRENT**

Department Statement:
California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE

DFW DIVISION/BRANCH/REGION/OFFICE Executive	POSITION NUMBER (Agency-Unit-Class-Serial) 565-004-4801-905
UNIT NAME AND LOCATION Civil Rights Office / Sacramento	CLASS TITLE Supervisor II (Civil Rights Programs Manager)
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the general direction of the Civil Rights Officer (CEA A), Supervisor II plans, organizes, and supervises the operations of the Civil Rights Office. The incumbent provides direct supervision to professional and analytical staff and oversees the Department's Civil Rights complaint program, including Equal Employment Opportunity (EEO), Civil Rights, Workplace Harassment and Bullying Prevention, Workplace Violence Prevention, and Reasonable Accommodation programs. Supervisor II conducts and oversees the most complex and sensitive investigations, reviews investigative reports for quality and consistency, provides technical consultation to management, and assists with the development, implementation, and administration of departmentwide Civil Rights programs, policies, training, and strategic initiatives.	

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)
35%	**ESSENTIAL FUNCTIONS**: **Supervision and Civil Rights Office Operations** Plans, organizes, directs, and supervises the operations of the Civil Rights Office to ensure the effective and timely delivery of statewide Civil Rights programs and services. Supervises, trains, mentors, and evaluates professional staff responsible for Equal Employment Opportunity (EEO), Civil Rights, Workplace Harassment and Bullying Prevention, Workplace Violence Prevention, Reasonable Accommodation, and other Civil Rights programs. Establishes work priorities, assigns and monitors workload, evaluates staff performance, provides coaching and corrective feedback, and ensures work is completed accurately, consistently, and within established timeframes. Provides leadership and technical guidance to staff by reviewing work products throughout the investigative process to ensure investigations are conducted in a thorough, objective, consistent, and timely manner and in accordance with applicable laws, regulations, departmental policies, and established investigative standards. Monitors investigative caseloads, workload trends, and program priorities; reallocates assignments as necessary to meet operational needs and statutory timeframes.

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	Develops, implements, and maintains office procedures, standard operating practices, templates, and guidance documents to promote consistency, efficiency, and continuous improvement of Civil Rights Office operations. Assists with recruitment, hiring, onboarding, workforce planning, and succession planning to ensure continuity of operations and the ongoing development of a highly skilled Civil Rights team. Serves as the first level reviewer for investigative reports and program work to ensure quality, consistency, and adherence to departmental policies and procedures. Acts on behalf of the Civil Rights Officer, as delegated, to ensure continuity of office operations.
30%	**Civil Rights Investigations and Complaint Program Oversight** Direct and oversee the Department's Civil Rights complaint program by assigning, monitoring, and coordinating Equal Employment Opportunity (EEO), Civil Rights, Workplace Harassment and Bullying Prevention, Workplace Violence Prevention, and Reasonable Accommodation requests. Conduct the most sensitive, complex, and high profile investigations involving allegations of discrimination, harassment, retaliation, workplace violence, bullying, failure to provide reasonable accommodation, and other alleged violations of state and federal Civil Rights laws and departmental policy. Develop investigative strategies, identify issues requiring additional review, evaluate evidence, conduct interviews, analyze information, and prepare or oversee the preparation of investigative reports in accordance with established investigative standards, applicable laws, regulations, and departmental policy. Review investigative reports for accuracy, completeness, objectivity, and consistency with departmental policy and established investigative standards prior to submission to the Civil Rights Officer. Provide technical guidance and direction to investigative staff regarding investigative techniques, report writing, case management, and the interpretation and application of state and federal Civil Rights laws, regulations, and departmental policies. Develop and promote consistent investigative practices by mentoring staff, identifying training needs, and recommending improvements to investigative processes and procedures. Monitor investigative caseloads, ensure compliance with established timelines, identify trends, and recommend process improvements to promote consistency, quality, and timely resolution of complaints. Collaborate with the Civil Rights Officer, Human Resources Branch, Labor Relations Office, Office of General Counsel, and departmental management on complex or sensitive matters and provide technical recommendations, as directed.
20%	**Civil Rights Program Administration** Assist the Civil Rights Officer in planning, implementing, coordinating, and evaluating the Department's Civil Rights programs to ensure compliance with applicable state and federal laws, regulations, executive orders, and departmental policies. Provide day to day oversight and operational support for Civil Rights Office programs, including Equal Employment Opportunity (EEO), Workplace Harassment and Bullying Prevention, Workplace Violence Prevention, Reasonable Accommodation, Bilingual Services, Language Access, Disability Advisory Committee (DAC), Upward Mobility Program, Limited Examination and Appointment Program (LEAP), and other assigned Civil Rights initiatives.

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	Monitor program activities, evaluate workload and operational needs, identify trends, and recommend process improvements to enhance program effectiveness, consistency, and customer service. Develop, implement, and evaluate program procedures, guidance, and internal controls to support consistent administration of Civil Rights Programs. Assist with the development and implementation of office procedures, guidance documents, forms, and internal processes to promote efficient program administration and consistent application of departmental policies. Coordinate with internal stakeholders to support the implementation of Civil Rights programs, assist in developing and delivering training and outreach, monitor program metrics, and prepare reports and other program related information for the Civil Rights Officer. Provide technical guidance to staff and managers regarding program requirements and departmental procedures, as directed. . **Executive Support, Policy Development, and Special Projects**
10%	Assist the Civil Rights Officer with the development, implementation, and evaluation of departmental Civil Rights policies, procedures, and program initiatives. Research and analyze laws, regulations, executive orders, and best practices affecting Civil Rights programs and recommend improvements to policies, procedures, and business processes to promote consistency, efficiency, and compliance. Prepare reports, correspondence, program updates, and other written materials related to Civil Rights Office programs and investigations. Participate in departmental workgroups, committees, and special projects as assigned. Assist with internal reviews, audits, and requests for information. Identify trends, evaluate program effectiveness, and provide recommendations to the Civil Rights Officer to support continuous improvement of Civil Rights programs and services.
5%	**NON-ESSENTIAL FUNCTIONS:** Demonstrated ability to lead and develop professional staff while fostering a collaborative and respectful work environment. Ability to exercise sound judgment, maintain confidentiality, manage multiple priorities, and effectively resolve complex and sensitive issues. Ability to communicate effectively with employees, managers, executives, and external stakeholders. Demonstrated ability to analyze complex information, make objective recommendations, and promote consistency in the interpretation and application of Civil Rights laws, regulations, and departmental policies. **Interpersonal Skills**: Establishes and maintains effective working relationships with employees, managers, executives, labor representatives, and external partners. Demonstrates professionalism, diplomacy, sound judgment, and the ability to communicate effectively both orally and in writing. Provides leadership through collaboration, coaching, and mentoring while fostering a respectful, inclusive, and accountable workplace.

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	Working Conditions: Work in an office setting, with artificial light and temperature control. Majority (90%) of the work is performed using a computer/laptop and telephone. Occasional (<5%) stooping or bending to access files. Computer usage is frequent or repetitive. Attends frequent meetings, workshops, forums, and hearings. Occasional travel (including overnight) may be required (<5%). **CONFLICT OF INTEREST (FORM 700):** This position is designated under CDFW's Conflict of Interest Regulations. This position is responsible for making or participating in making governmental decisions that may potentially have a material effect on personal financial interests. The incumbent is required to submit a Statement of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1st, and within 30 days of leaving office.

SUPERVISOR'S STATEMENT: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.**		
PRINT SUPERVISOR'S NAME	**SUPERVISOR'S SIGNATURE**	**DATE**

EMPLOYEE'S STATEMENT: **I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT. I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.**		
PRINT EMPLOYEE'S NAME	**EMPLOYEE'S SIGNATURE**	**DATE**