CALSTRS
HOW WILL YOU SPEND YOUR FUTURE?

[X] PROPOSED

[ ] CURRENT

DUTY STATEMENT

	EFFECTIVE DATE
BRANCH Executive	POSITION NUMBER (Agency – Unit – Class – Serial) 815 - 104 - 4801 - 004
DIVISION/UNIT Enterprise Strategy Management/Innovation	CLASS TITLE Supervisor II
INCUMBENT NAME Vacant	WORKING TITLE Enterprise Innovation Manager

CalSTRS is dedicated to securing the financial future and sustaining the trust of California's educators through customer service, accountability, leadership, strength, trust, respect, and stewardship.

Under the general direction of the Director of Enterprise Strategy Management, the Supervisor II serves as the Enterprise Innovation Manager and has supervisor and program management responsibility for the Enterprise Innovation Program. The incumbent plans, organizes, directs, and evaluates enterprise – wide innovation activities across multiple business areas within CalSTRS. The Supervisor II leads professional staff to establish priorities, governance, best practices, and performance measures. The incumbent acts as the subject matter expert and consultant to advise executive and leadership staff on complex innovation matters and ensures that innovation t to provide leadership with analysis, consultation and other services that drive development, implementation and ongoing management of a comprehensive enterprise innovation program for CalSTRS.

% 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.
	ESSENTIAL FUNCTIONS
30%	Plan, organize and oversee the day-to-day operations of the Enterprise Innovation Program and staff. Develop and maintain program policies in alignment with board principles, CalSTRS' long-term strategy, business practices and culture. Function as the enterprise innovation subject matter expert and consultant to ensure successful program operations according to CalSTRS business objectives. Drive organizational change by promoting a culture of innovation, agility and experimentation. Advise management teams and key technical staff on innovation strategy and practices within their business areas. Oversee staff assignments for program activities including sprints, innovation consultation, idea portal maintenance and special projects. Establish, direct and evaluate process for maintaining an enterprise idea pipeline.
25%	Lead, mentor, train and collaborate with a team of professional staff to design, develop and direct technical, analytical and consultative assignments related to innovation and ensure alignment with existing programs to maximize value. Using communication and facilitation techniques, establish and direct cross-functional teams to identify, prioritize, design, validate and test and refine concepts using the CalSTRS Innovation Playbook. Serve as a consultant and mentor to develop enterprise innovation practices and encourage knowledge sharing across teams. Facilitate program activities requiring external contacts.
20%	Review and support the recommendations of professional staff on sensitive and complex decisions related to the innovation practice. Establish appropriate performance metrics for innovation efforts in partnership with consultants, managers and business analysts. Collect, analyze, interpret and report on innovation activities, performance and issues. Partner with the CalSTRS survey unit to develop internal surveys to measure success of program integration and engagement. Stay current on industry best practices and trends. Conduct periodic review of enterprise innovation plans with the board, executive team and impacted business areas.
10%	Contribute to enterprise-wide initiatives and network with other agencies and outside organizations on efforts related to enterprise innovation. Conduct ongoing engagement sessions to educate stakeholders on the topic of enterprise innovation. Collaborate with business areas and provide consultation on training opportunities related to enterprise innovation. Maintain knowledge of current industry innovation practices.
10%	Review all consultant work to ensure alignment with scope and CalSTRS's strategic goals and policy. Consult with management to evaluate program needs related to staffing and budget. Manage and track the innovation program budget by preparing administrative reports, monitoring expenditures, preparing budget forecast documents and responding to org-wide administrative initiatives.
	MARGINAL FUNCTIONS
5%	Represent CalSTRS Innovation program at internal and external meetings, workshops and forums.

COMPETENCIES

Core Competencies. All employees are responsible for understanding and demonstrating CalSTRS' core competencies:

- Adaptability/Flexibility
- Communication
- Customer/Client Focus
- Teamwork
- Work Standards/Quality Orientation

Classification Competencies. All employees are expected to understand and demonstrate their position's CalSTRS class competencies: Human Resources - Competency Guide WFPsharepoint.pdf - All Documents

CONDUCT AND ATTENDANCE EXPECTATIONS

- Communicate effectively with individuals from varied experiences, perspectives and backgrounds
- Deal with individuals in a tactful, congenial, personable manner
- Must maintain consistent and regular attendance
- Adhere to CalSTRS policies and procedures
- Ability to support and model CalSTRS Core Values

WORKING CONDITIONS AND PHYSICAL ABILITIES REQUIRED OF THE JOB

- Occasional overnight in state/out of state travel
- Occasional travel to various locations for training and/or meetings
- Prolonged periods of standing or sitting
- Work in a high-rise building, in an open space environment
- Ability to use a computer keyboard several hours a day
- Read from computer screens several hours a day
- Ability to move up to 10 pounds

Responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation by adhering to CalSTRS' policies and processes. Responsible for participating in mandated HR or EEO training workshops (i.e. Sexual Harassment, EEO, etc.).

To be reviewed and signed by the supervisor and employee:

SUPERVISOR'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE*
- *I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE SIGNED

EMPLOYEE'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR*
- *I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT*
- *I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION*
- *I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE SIGNED