STATE OF CALIFORNIA

DUTY STATEMENT

CALIFORNIA SCIENCE CENTER

☒ **Current**
☐ **Proposed**

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

1. POSITION INFORMATION

CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Manager I	Human Resources Director/ EEO Officer
NAME OF INCUMBENT:	POSITION NUMBER:
	314-102-4969-001
CBID/WWG/PROBATION:	UNIT NAME:
M01/ E / 12 months	Human Resources
SUPERVISOR'S NAME:	SUPERVISOR'S CLASSIFICATION:
Patricia Marquez	CEA A – Deputy Director, Administration
SCHEDULE / SHIFT:	REVISION DATE:
Monday – Friday, 8:00 a.m. – 5:00 p.m.	11/6/2026

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

2. REQUIREMENTS OF POSITION

Check all that apply:

☒ Conflict of Interest Filing (Form 700) Required
☐ State Issued Uniform
☐ Requires DMV Pull Notice
☒ Medical Examination/Testing
☐ EPA Section 608 Technician Certification
☒ Requires Fingerprinting & Background Check
☐ Bilingual Fluency *(specify below in Description)*
☐ Other *(specify below in Description)*

Description of Position Requirements:

(e.g., Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.) ***Click to enter text***

Incumbent has access to confidential and sensitive information, which will require discretion and the ability to use good judgement in communications with others. See classification specifications for additional requirements.

3. DUTIES AND RESPONSIBILITIES OF POSITION

General Statement:

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

Under the general direction of the Deputy Director of Administration, the Manager I serves as the Human Resources Director and Equal Employment Opportunity (EEO) Officer, providing leadership and oversight of human resources programs for the California Science Center, California African American Museum (CAAM), and Office of Exposition Park Management (OEPM). The incumbent serves as the principal advisor to executive management on complex personnel matters and ensures compliance with applicable laws, regulations, policies, and collective bargaining. Under the general direction of the Deputy Director of Administration, the Manager I serves as the Human Resources Director and Equal Employment Opportunity (EEO) Officer, overseeing human resources programs for the California Science Center, California African American Museum (CAAM), and Office of Exposition Park Management (OEPM). The incumbent serves as the principal advisor to executive management on complex personnel matters and ensures compliance with applicable laws, regulations, policies, and collective bargaining agreements.

Name of Incumbent	Civil Service Classification	Position Number
	Manager I	314-102-4969-001

Percentage of Duties	Essential Functions
40%	**Human Resources Leadership and Administration** Plan, organize, direct, and oversee human resources operations, including recruitment and examinations, classification and compensation, personnel transactions, payroll, benefits, performance management, workforce and succession planning, training, and policy development. Establish program priorities, develop, and implement policies and procedures, and ensure compliance with civil service laws, rules, and regulations. Direct, supervise, and evaluate human resources staff; oversee workload distribution, staff development, and operational improvements. Serve as a strategic advisor to executive management on organizational and personnel matters and coordinate with state control agencies to ensure effective delivery of human resources services.
30%	**Labor and Employee Relations** Direct and administer the department's labor and employee relations programs. Advise executive management, supervisors, and managers on employee performance, progressive discipline, adverse actions, rejections during probation, and interpretation of collective bargaining agreements. Oversee administrative investigations, grievances, disciplinary documentation, and preparation of formal personnel actions. Represent the department in labor relations matters, including discussions with union representatives, grievance proceedings, and Skelly/Coleman proceedings. Coordinate with CalHR, legal counsel, and other appropriate agencies to ensure compliance with applicable laws, regulations, and labor agreements. Develop and provide labor relations guidance and training to management.
15%	**Equal Employment Opportunity Program Administration** Serve as the department's designated EEO Officer, responsible for developing, implementing, monitoring, and evaluating EEO programs and policies. Oversee the review and resolution of discrimination, harassment, and retaliation complaints; coordinate investigations and recommend appropriate corrective action. Monitor workforce and employment practices, prepare required reports, and advise appointing authorities on EEO compliance matters. Coordinate EEO training and promote a workplace free from discrimination, harassment, and retaliation.
10%	**Health, Safety and Employee Support Programs** Provide management oversight of the department's health and safety programs, including workplace safety, workers' compensation, reasonable accommodation, return-to-work, employee assistance, and emergency preparedness. Direct the development and implementation of related policies, procedures, and training. Ensure compliance with applicable occupational health and safety requirements and coordinate with program managers, control agencies, and other stakeholders to address workplace safety and employee support needs.
Percentage of Duties	**Marginal Functions**
5%	**Other Duties** Perform other job-related duties as necessary to support departmental operations, including special assignments, administrative reporting, required training, and participation in staff and management meetings.

Name of Incumbent	**Civil Service Classification**	**Position Number**
	Manager I	314-102-4969-001

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

Standing: Occasionally - activity occurs < 33%	Sitting: Continuously - activity occurs > 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Natural Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%

Other:

In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public with equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

Typical Work Environment:

☒ Private Office ☐ Cubicle ☐ Shop ☐ Assigned Area ☒ Other**:**

Telework Status:

☐ Office-Based - 0% telework
☒ Office-Centered - 20% telework

NOTE: If eligible, an approved STD 200 Telework Agreement is required to be submitted to the Telework Coordinator and may require, as a prerequisite, full on- boarding and specific training.

5. SUPERVISION EXERCISED:

(List total per each classification of staff)

(2) Supervisor I, (1) Senior Personnel Specialist, (1) Personnel Specialist, (1) Analyst I and (3) Analyst II

6. SIGNATURES

Employee's Acknowledgement:

My signature below indicates that I have read and understand the duties listed above and certify that I possess the required skills, knowledge, experience, and personal characteristics; including integrity, initiative, dependability, good judgement, ability to work cooperatively with others, and the ability to perform the assigned duties as described above with or without reasonable accommodation*.

Employee's Name:

Employee's Signature: Date:

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

Supervisor's Name:

Supervisor's Signature: Date:

STATE OF CALIFORNIA
DUTY STATEMENT
CALIFORNIA SCIENCE CENTER

☒ **Current**
☐ **Proposed**

Name of Incumbent	**Civil Service Classification**	**Position Number**
	Manager I	314-102-4969-001

7. HR USE ONLY

HR Approval

☒ Duties meet class specification and allocation guidelines. ☒ Exceptional allocation, STD-625 on file.	HR Director Initials	Date Approved
	JL	11/4/2026

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

**If Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit it to Reasonable Accommodation Coordinator.*

List any Reasonable Accommodations made:

Form Routing: After signatures are obtained, make 2 copies:

- Provide original to HR for employee's Official Personnel File (OPF)
- Copy to the employee.
- Copy to the supervisor's drop file.