CALHR
CALIFORNIA DEPARTMENT OF HUMAN RESOURCES

Duty Statement
Department of Human Resources
State of California

☐ Current ☒ Proposed

Classification Title	**Division/Unit**
Personnel Program Manager II	Personnel Management Division
Working Title	**HQ Designation**
Personnel Program Manager	CalHR Sacramento
Position Number	**Date Prepared**
363-600-5323-005	
Name	**Effective Date**

CalHR Mission, Vision, and Values

The California Department of Human Resources (CalHR) is responsible for issues related to employee salaries and benefits, job classifications, civil rights, training, exams, recruitment and retention. For most employees, many of these matters are determined through the collective bargaining process managed by CalHR.

Our Mission: To serve as the trusted advisor to our strategic partners and the public, providing exceptional human resource services and guidance in developing a diverse and inclusive workforce.

Our Vision: Shaping California's future of public service excellence with fair and equitable employment opportunities and a diverse, engaged workforce.

CalHR Core Values: People Centric, Leadership, Accountability, DEIA, Integrity, and Transparency.

General Statement

As a key member and a recognized statewide authority of the Personnel Management Division, this position is distinguished from other division managers because of its greater complexity and sensitivity of assigned responsibilities with Exempt and Career Executive Assignment (CEA) appointments in a Control Agency setting. Under the general direction of the Assistant Division Chief (CEA), the incumbent is responsible for managing the day-to-day activities of a team of personnel professionals within the division; serves as a point of contact with the Governor's Office on Exempt appointments and Executive salaries; serves as the primary contact for the CEA salary program; and serves as an assistant Secretary for the California Citizens Compensation Commission;. The incumbent provides high-level management advice and determinations to the Governor's Office and Executives in State service.

Job Functions

[Essential (E) / Marginal (M) Functions] conducted [Onsite (O) / Virtually (V)]:

Percentage	(O) / (V)	Essential Job Duties
50%	OV	Manages and supervises a professional staff who provide HR consultation and determinations to all state departments on a variety of topics including on salary analysis, pay differentials, red circle rates, special salary adjustments, salary relationships, CEA

		pay and Exempt pay; provides technical support and calculations to the Labor Relations Division staff.
20%	OV	Serves as the recognized statewide authority on the Exempt Hiring Program; provides consultation and determinations on high-level appointments, employee benefits, terminations, salaries, and return rights for Executives; explains hiring laws, regulations and procedures to all state departments.
20%	OV	Serves as the recognized statewide authority on the CEA Hiring Program; provides consultation and determinations on high-level appointments, employee benefits, terminations, salaries, and return rights for CEAs; explains hiring laws, regulations and procedures to all state departments.
Percentage	**(O) / (V)**	**Marginal Job Duties**
5%	OV	Acts as an expert on the California Citizens Compensation Commission; provides advice and determinations on salaries, medical, dental, insurance and other employee benefits to members of the California Legislature and the state's other elected officials.
5%	OV	In the absence of the CEA, acts as back-up to the PMD Assistant Division Chief and performs other related duties.

Supervision Received

The incumbent receives general direction from the Assistant Division Chief.

Supervision Exercised

Supervises and provides daily guidance to a team of Personnel Program Advisors and Staff Personnel Program Analysts.

Special Requirements/Desirable Qualifications

Travel may be required to attend meetings or training classes.

Strong leadership experience in managing and coaching a team, including managers, providing clear direction to team members, supporting their work and growth, and successfully administering human resources programs.

Personnel management experience is required in either a control agency setting or a line department, as well as familiarity with principles of classification and pay, salary setting, and requirements of the Dills Act.

Strong change management, project management, and organizational skills with the ability to plan, develop, implement, and track program outcomes to meet the organization’s strategic goals and objectives.

Demonstrate ability to work under pressure and handle multiple competing priorities simultaneously while constantly meeting deadlines.

Demonstrate ability to analyze complex program/day-to-day operations issues, make sound recommendations, and present them to upper management and stakeholders for input and buy-in.

Demonstrate ability to effectively communicate orally and in writing with individuals at all

organizational levels and with internal and external stakeholders.

Demonstrate ability to build relationships and work well with internal and external stakeholders, including executive leaders, State departments, and other program stakeholders.

Demonstrate ability to provide superb customer service to internal and external stakeholders. Demonstrate ability to maintain a high degree of confidentiality.

Working Conditions

The duties of this position are performed indoors at the 1515 “S” Street building. The employees’ workstation is equipped with standard or ergonomic office equipment, as appropriate.

To promote collaboration, team cohesion, and employee development, CalHR operates on a hybrid schedule in accordance with both Statewide and CalHR’s Telework Policies.

Attendance

Employees must maintain regular and acceptable attendance, as determined solely by the Department. They must be regularly available on-site or virtually and willing to work the hours deemed necessary or desirable to meet the Department's business needs.

Employee Acknowledgement

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation (RA). * (If you believe an RA is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the RA Coordinator.)

*****An RA 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 their job or to enjoy an equal employment opportunity.

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	**Employee Name**	**Date**

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature	**Supervisor Name**	**Date**