CALIFORNIA DEPARTMENT OF HUMAN RESOURCES

# Duty Statement

Department of Human Resources
State of California

☐ Current ☒ Proposed

| Classification Title | Division/Unit |
|---|---|
| Career Executive Assignment (CEA) | Click or tap here to enter text. |
| **Working Title** | **HQ Designation** |
| Division Chief, Medical and Psychological Screening Division | CalHR Sacramento |
| **Position Number** | **Date Prepared** |
| 363-240-7500-001 | Click or tap here to enter text. |
| **Name** | **Effective Date** |
| Click or tap here to enter text. | 9/21/2023 |

## 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

Under the administrative direction of the Chief Deputy Director, the incumbent will serve as a program administrator overseeing the planning, direction, and implementation of the pre-employment psychological screening, medical screening, and drug/alcohol testing programs. The incumbent's responsibilities include the development and implementation of policies designed to administer and monitor the programs ensuring compliance with the Americans with Disabilities Act As Amended (ADAAA), Fair Employment Housing Act (FEHA), and the Commission on Peace Officer Standards and Training (POST) guidelines; develop and implement regulations and statewide policies to ensure state agencies have clear guidance regarding both CalHR's role and their roles in conducting preemployment medical and psychological screenings and pre and post-employment drug and alcohol testing; provide guidance to state agencies on developing internal policies for their medical screening programs; seek input from stakeholders on statewide policy development or changes in order to obtain an understanding of the potential impact prior to implementation. Duties include, but are not limited to the following:

## Job Functions

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

| Percentage | (O) / (V) | Essential Job Duties |
|---|---|---|
| 35% | OV | Serve as program administrator providing leadership to subordinate managers, supervisors and medical professionals in the psychological and medical screening branches. Oversee the development and revision of regulations governing the administration of programs in the psychological and medical screening branches. Set statewide policy around administration of the preemployment medical screening process to remove barriers to equity for selected candidates, ensure medical suitability recommendations are focused on risk of imminent harm rather than ability, and maximize inclusivity in order to reflect the diversity of the state while protecting employees and the public from harm. Set standards for pre-employment medical screenings to align with ADAAA and FEHA requirements and POST guidelines. Ensure all stakeholders are provided an opportunity for input into the development and implementation of regulations and policies. Monitor litigated cases and changes to ADAAA and FEHA requirements in order to ensure CalHR's preemployment screening practices remain in compliance. Serve as an advisor to all hiring authorities regarding requirements of the ADAAA, FEHA and other rules and regulations governing equal employment opportunity in the preemployment medical screening process. |
| 30% | OV | Directly and through subordinate supervisors, make certain medical professionals are provided oversight and guidance to ensure they understand their obligation to align their determinations with the ADAAA, FEHA and POST guidelines. Directly and through subordinate supervisors, provide training and guidance to staff to ensure they are properly equipped to provide appropriate and effective guidance and customer service to all client agencies. |
| 30% | OV | Communicate effectively with all levels of government, management and stakeholders, including developing and maintaining cooperative relationships. Navigate difficult situations, mitigate risk, and provide recommendations to executive management. |
| **Percentage** | **(O) / (V)** | **Marginal Job Duties** |
| 5% | OV | Perform other duties as required consistent with division needs. |

## Supervision Received
The CEA reports directly to the Chief Deputy Director, CalHR; however, direction and assignments may also come from the Director, CalHR.

## Supervision Exercised
The CEA directly supervises a Chief Psychologist, a Medical Officer, two Supervisors I, an Analyst I, and an Office Technician and provides indirect supervision through subordinate supervisors to all Medical and Psychological Screening Division staff.

## Special Requirements / Desirable Qualifications
Demonstrated knowledge of state policies, rules & standards relative to American with Disabilities Act As Amended (ADAAA), Fair Employment and Housing Act (FEHA) and the Commission on Peace Officer Standards and Training (POST) regulations and guidelines; Experience in recommending, developing and implementing policies and procedures; Program administration experience communicating with executive level management, other state

agencies, legislative staff, industry, local governments, etc.; Managerial experience that demonstrates the ability to successfully apply organizational leadership, communicate clearly, facilitate decision-making, promote teamwork, and define and achieve success across multi-disciplinary stakeholder interests; Ability to gain the confidence and support of executive leadership and provide effective advice on regulatory and administrative matters and policies; Ability to collaborate with internal and external stakeholders to achieve strategic goals and objectives.

CalHR employees are expected to model and support CalHR Core Values.

## 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.

**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** |