Employment Development Department
State of California

☐ Current
☒ Proposed

POSITION STATEMENT

1. POSITION INFORMATION

CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Supervisor II	*Coordination and Change Management Group Manager*
NAME OF INCUMBENT:	POSITION NUMBER:
	280-379-4801-016
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
UIB Project Coordination and Change Management Group	Glenn Robinson
DIVISION:	SUPERVISOR'S CLASSIFICATION:
UI Support	Manager II
BRANCH:	REVISION DATE:
Unemployment Insurance	10/29/2026

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

2. REQUIREMENTS OF POSITION

Check all that apply:

☐ Conflict of Interest Filing (Form 700) Required
☐ May be Required to Work in Multiple Locations
☐ Requires DMV Pull Notice
☒ Travel May be Required
☐ Call Center/Counter Environment
☒ Requires Fingerprinting & Background Check
☐ Bilingual Fluency *(specify below in Description)*
☐ Other *(specify below in Description)*

Description of Position Requirements:
(e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)

Frequent travel may be required to attend meetings.

3. DUTIES AND RESPONSIBILITIES OF POSITION

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

Under the administrative direction of the Unemployment Insurance Branch (UIB) Modernization Support Section Chief (Manager II), the Supervisor (SUP) II serves as the Project Coordination and Change Management Group Manager and is responsible for planning, organizing, directing, and overseeing the UIB Project Coordination and Change Management functions.

The incumbent provides strategic leadership and oversight for branch-wide project coordination, organizational change management, executive reporting, and portfolio governance. Through subordinate supervisors and staff, the SUP II ensures work is completed accurately, timely, and in alignment with branch priorities, strategic objectives, and executive expectations.

The SUP II leads the development, implementation, and continuous improvement of branch-wide processes, tools, reporting mechanisms, and communication strategies used to track projects, communicate status, identify risks, support executive decision-making, promote organizational readiness, and ensure alignment across divisions and stakeholders.

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The incumbent works closely with executives, managers, stakeholders, vendors, and subject matter experts to resolve complex issues, negotiate solutions, and ensure successful implementation of business and technology initiatives. The SUP II provides executive-level recommendations and direction related to project coordination, stakeholder engagement, communications, organizational readiness, and change adoption strategies.

The SUP II champions a culture of organizational change management throughout the branch by promoting awareness, accountability, continuous improvement, and the consistent application of change management principles and best practices. The incumbent provides leadership, direction, and support to subordinate supervisors responsible for project coordination and change management activities and is accountable for the successful execution of branch-wide initiatives.

The SUP II exercises a high degree of initiative, independence, sound judgment, and leadership while managing complex, sensitive, and high-visibility assignments and representing the Branch on executive-level initiatives, workgroups, and strategic efforts.

Percentage of Duties	Essential Functions
30%	Leads and oversees the UIB Project Coordination Program and the coordination of projects and initiatives across all UIB divisions. Establishes project governance processes and reporting standards used to collect project updates, monitor milestones, identify risks and dependencies, support project prioritization, and prepare project information for executive review and decision-making. Oversees the development, implementation, maintenance, and continuous improvement of the UIB Project Tracker, SharePoint-based solutions, Microsoft Lists, Artifical Intelligence (AI) related content, and other tools that support portfolio management, executive reporting, project visibility, communication, information sharing, and branch-wide accountability. Ensures project information is accurate, timely, meaningful, and actionable to support executive decision-making and strategic planning. Provides direction and oversight to the Project Coordination Supervisor I and promotes effective communication practices that foster awareness, engagement, alignment, and successful execution of branch priorities and modernization initiatives.
30%	Leads and oversees the UIB Organizational Change Management Program and promotes a sustainable change management culture throughout the branch. Establishes expectations for the application of organizational change management principles, methodologies, and best practices across business and technology initiatives. Directs organizational readiness, stakeholder engagement, communications planning, training coordination, change adoption, resistance management, and reinforcement activities to support the successful implementation of branch initiatives. Ensures change impacts are assessed and addressed and that employees, managers, and stakeholders are prepared to adopt and sustain changes to processes, technology, and ways of working. Provides leadership and guidance to the Change Management Supervisor I and ensures change management activities align with branch priorities, business objectives, and organizational goals.
25%	Leads, develops, and evaluates subordinate supervisors and staff responsible for project coordination and organizational change management activities. Establishes priorities, communicates expectations, assigns and monitors work, evaluates results, and holds supervisors and staff accountable for performance and outcomes.

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10%	Provides coaching, mentoring, leadership development, succession planning, and developmental opportunities to build organizational capability and workforce readiness. Promotes collaboration, accountability, innovation, continuous improvement, and effective partnership across the branch. Ensures supervisors are equipped to lead teams, manage competing priorities, communicate effectively, and successfully implement branch initiatives. Serves as a strategic advisor and management representative to branch executives, senior leaders, stakeholders, vendors, and project teams. Provides recommendations, executive briefings, and decision-support information regarding project governance, portfolio priorities, organizational readiness, risks, issues, stakeholder concerns, and change adoption strategies. Builds consensus among stakeholders with competing priorities, negotiates solutions, resolves complex and sensitive issues, and represents UIB on workgroups and strategic initiatives. Oversees administrative and operational activities necessary to support the Project Coordination and Change Management Group and ensure alignment with branch priorities and executive expectations.
Percentage of Duties	**Marginal Functions**
5%	Performs other duties as assigned.

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

Standing: Occasionally - activity occurs < 33%	Sitting: Frequently - activity occurs 33% to 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Not Applicable - activity does not exist
Lifting: Not Applicable - activity does not exist	Bending/Stooping: Not Applicable - activity does not exist

Other: *Click here to enter text.*

Type of Environment:

☐ High Rise ☒ Cubicle ☐ Warehouse ☐ Outdoors ☐ Other**:**

Interaction with Customers:

☐ Required to work in the lobby ☐ Required to work at a public counter

☐ Required to assist customers on the phone ☐ Required to assist customers in person

☒ Other: Required to interact with managers, staff, and vendors via email, phone, video conferencing, or in-person.

5. SUPERVISION EXERCISED:

(List total per each classification of staff)

Directly – 2 SUP Is; Indirectly – 8 Analysts

6. SIGNATURES

Employee's Statement:

I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.

Employee's Name:

Employee's Signature: Date:

Supervisor's Statement:

I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.

Supervisor's Name:

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Supervisor's Signature:	Date:

7. HRSD USE ONLY

Personnel Management Group (PMG) Approval

	PMG Analyst Initials	Date Approved
☒ Duties meet class specification and allocation guidelines. ☐ Exceptional allocation, STD-625 on file.	NW	11/17/2026

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

If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations made:

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file