Employment Development Department
State of California

☒ Current
☒ Proposed

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Employment Program Manager I	Employment Program Manager I
NAME OF INCUMBENT:	POSITION NUMBER:
Click here to enter text.	280-001-9189-003
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Pomona/ARU 001	Cindy Schulenburg
DIVISION:	SUPERVISOR'S CLASSIFICATION:
LA Coastal	Employment Program Manager II
BRANCH:	REVISION DATE:
Workforce Services Branch	3/23/2023

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.)

Occasional travel to meetings, training, and coverage for other offices within the Cluster is needed for operational needs.

3. DUTIES AND RESPONSIBILITIES OF POSITION

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

Under the direction of the Workforce Services (WS) Employment Program Manager II, the incumbent plans, organizes, directs and evaluates the WS program activities at various America's Job Centers of California (AJCC) Employment Service Site. Works to ensure continuous quality improvements to support the integrated service delivery model.

The Workforce Services Program Manager I participates in all appropriate activities of Management Team. Activities include the planning and scheduling of work, training and developing of staff, preparing the weekly and monthly reports, implementing new programs, evaluating employee performance, and taking corrective action or making recommendations with regard to assignments and promotions of staff. The incumbent monitors productivity and accomplishments and provides feedback to staff, management, and partners. The incumbent also coordinates with the Cluster Manager, management team and partners in planning the goals of the AJCC. Responsible for various other reports, as required.

Civil Service Classification
Employment Program Manager I

Position Number
280-001-9189-003

The EPM I analyzes, maintains and interprets existing CalJOBS^{SM} reports and develops local reports to track performance as it relates to performance measures. The incumbent works as a team member with all staff and managers.

Percentage of Duties	Essential Functions
10%	Plans and directs the activities and resources of the East Los Angeles site, which include CalJOBS^{SM}, Trade Readjustment Act, Youth Employment Opportunity Program, Veterans Services, Rapid Response, Public Service Project, and Core Services. Coordinates with the management team and partners involving line staff in the planning process for the Eureka office. • Orders furniture and supplies. • Develops plans for referrals to internal partners. • Coordinates with partners to develop plans that will contribute toward the achievement of goals. • Coordinates Emergency Response Plan.
10%	Plans accomplishments of workload within budget allocations. Consults with the manager if it appears that employment services for California jobseekers may be impacted by budget considerations. • Works closely with the Field Office Manager in all budget and personnel matters.
10%	Monitors staff and office accomplishments in mainstream and special programs, such as CalJOBS^{SM}, Trade Readjustment Act, Youth Employment Opportunity Program, Veterans Services, Rapid Response, Public Service Project, and Core Services. Tracks and evaluates staff and office performance goals in CalJOBS^{SM}.
10%	Maintains effective communication with all staff. Ensures that performance is reviewed with each staff member at least monthly. • Institutes a corrective plan of action within five (5) days of review when appropriate. • Ensures completion of all annual and probationary reports within five days of due date. • Establishes a system for acknowledgement/commendation of employees performing above expectations. • Ensures position statements for each staff member be completed within three (3) days of assignment, and reviewed annually. • Keeps staff informed of potential for promotion and for development in other program classifications. • Discusses problems encountered by staff and arrange assistance when necessary.
10%	Reviews and monitors leave usage, time charges, travel claims, and Merit Salary Adjustments (MSA's). Ensures 100% compliance with procedures established in the Personnel Management Handbook and the Attendance Clerk Handbook. • Reviews leave usage of staff. • Ensures all time charges are reported accurately. Update DE 1652s and DE 7013s and upload attendance records for preparation of budget. • Ensures that travel claims are approved in accordance of guidelines. • Ensures that employee is performing acceptably prior to approval of Merit Salary Adjustment.
10%	

10%	Ensures that the public receives prompt, courteous service, and that employees are engaged in productive work. Schedules staff according to workload and program needs. Coordinates as needed with site and EDD partners.
5%	Interprets policies on procedures. Implements changes in response to Field Office Directives (FOD's), Internal Administrative Notice (IAN's), manual transmittals. One-Stop/AJCC policies and procedures.
5%	Plans, schedules and conducts training as required. Conducts a quarterly assessment of in-service training needs for your staff and report for inclusion in the office request for training. • Conducts local office site training whenever new procedure, program, policy, past performance or any other clue indicates it is required.
5%	Assists in field office evaluations as assigned by the field office manager. Completes and monitor program reports to assure that they are submitted timely and accurately to the Manager. Completes assigned Quality Assurance Reviews (QARS). Assists by preparing Monthly Activity Report.
5%	Maintains integrity of EDD security at the One-Stop. Ensures operation is in compliance with Internal Control Certification Checklist (ICCC) and other relevant guidelines.
5%	Represents the EDD by participating on community boards, workgroups, and taskforces. Assists in negotiation of contracts, Memorandums of Understanding, and Request for Proposals.
5%	Maintains the professional appearance of the section and ensures the physical appearance of the section is neat and orderly.

Percentage of Duties	**Marginal Functions**
5%	Performs other duties as assigned.

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

Standing: Frequently - activity occurs 33% to 66%	Sitting: Frequently - activity occurs 33% to 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%

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:

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Employment Program Manager I	280-001-9189-003

5. SUPERVISION EXERCISED:

(List total per each classification of staff)

Incumbent directly supervises an average of 8 EPR's.

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: *Click here to enter text.*

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: Cindy Schulenburg

Supervisor's Signature: Date:

7. HRSD USE ONLY

Classification and Pay Unit (CPU) Approval

	CPU Analyst Initials	Date Approved
☐ Duties meet class specification and allocation guidelines. ☐ Exceptional allocation, STD-625 on file.	HV	3/23/2023

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