

Duty Statement
California Government Operations Agency
Office of Digital Innovation
State of California



Current Proposed

Classification Title C.E.A Level C Deputy Director, Talent, ODI	Office/Program Office of Digital Innovation
Working Title Head of Talent	Unit/Section Talent
Position Number 374-100-7500-001	Effective Date
Name Vacant	Date Prepared September 24, 2020

General Statement

Under the general direction of the Chief Deputy Director, the Head of Talent serves as a member of the department's executive management team and plays a significant role in the decision making and development of priorities, policies, and practices pertaining to recruitment and hiring strategic planning, workforce development, succession planning, performance management, organizational change management and statewide and departmental training.

The Head of Talent oversees the development and implementation of talent policies, procedures, initiatives, and best practices that support the Office of Digital Innovation's mission, vision, and strategic goals. The incumbent develops short and long-term plans to improve operational efficiency; recommends innovative and scalable processes to improve the quality and delivery of services to ODI's internal and external customers; and partners with executive leadership to develop strategic initiatives that promote the tenets of stewardship, innovation, design-thinking, and organizational excellence. The Head of Talent serves as a strategic business partner and policy advisor to the Chief Deputy Director on matters influencing the development and execution of ODI's talent policies, procedures, and best practices.

Job Functions

[Essential (E) / Marginal (M) Functions]:

50% Oversee ODI talent functions and staff (E):

- Establish recruitment and hiring practices using various pathways available to ODI.

- Develop and implement recruitment strategies to ensure a pipeline of incoming talent to fill critical positions throughout ODI, including in engineering, product management, design and user research disciplines.
- Lead strategic delivery of organizational assessments, engagement and culture assessments.
- Forecast mission critical talent needs, analyzing current workforce and talent supply, and develop, implement and evaluate strategies to close gaps.
- Develop and deliver employee engagement and training and development activities.
- Develop, implement and evaluate ODI's workforce planning to align with strategic planning so that human capital needs align with organization goals and objectives.
- Forecast mission critical talent needs, analyze current workforce and talent supply, and develop, implement and evaluate strategies to close gaps.
- Develop, implement and evaluate ODI succession plans to identify and prioritize key leadership positions, competency gaps, and strategies for addressing future needs.
- Establish and refine management and leadership development programs.
- Develop, implement and evaluate ODI's performance management program.
- Recruit, manage and develop direct reports including Recruitment and Training CEAs. Oversee functions to ensure recruitment and of a high quality, diverse pipeline and a training program that will challenge departments to rethink how they provide services to Californians.
- Provide opportunities for the team to deliver their best work through inclusive engagement and development practices. Mentor, coach and inspire the talent team using the same methods.

30% Develop the policies and processes that govern hiring and recruitment workforce planning, training & development and employee engagement initiatives at ODI (E):

- Design, develop, communicate, and implement talent initiatives to help ensure new policies, programs and systems are integrated successfully into the organization to improve the delivery of ODI services.
- Implement ODI policies to ensure such talent initiatives are in compliance with all laws and regulations relative to recruitment, selection, certification, performance management, development and mentoring, training and workforce management.
- Develop new policies as required to meet the unique operational needs of ODI. Review and update existing policies commensurate with program changes of ODI and external changes impacting State Government activities.
- Shares policy guidance with ODI leadership and staff, and with external stakeholders and on issues and decisions regarding training, workforce development, and change management.
- Help teams understand the policies and regulations that govern talent activities, and the constraints and opportunities they present. Propose policies and budgets that enable smooth hiring, engagement and development activities across ODI.

15% Diversity, Equity and Inclusion (E)

- Advocate for diversity, equity, and inclusion (DE&I) in the workplace.
- Develop, implement and evaluate methods to integrate DE&I into a wide range of talent functions throughout the employee life cycle.

5% Marginal Functions (M):

- Participate in professional development activities in order to stay abreast of emerging trends and innovations affecting ODI's talent programs.
- Oversee and coordinate various special projects. Perform ad hoc research and analysis on a wide range of talent-related topics. Perform various tasks commensurate to the CEA's classification's knowledge, skills, and abilities (KSAs).

Supervision Received

The Head of Talent will report to and receive direction from the Chief Deputy Director. In the absence of a Chief Deputy, this position will report to the Director of ODI.

Supervision Exercised

The Head of Talent supervises the Recruitment and Training CEAs and talent support staff.

Knowledge, Skills, and Abilities

The employee must be able to demonstrate the knowledge, skills, and abilities (KSAs) specified in the CEA classification specification. In addition to the KSAs, the employee must demonstrate the following:

- Knowledge of and ability to oversee a variety of talent functions including recruitment and hiring, workforce planning, engagement, training and development and performance management
- Knowledge of the organization and functions of federal and / or California state government principles, practices, and trends in public administration, organization, and management
- Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices
- Ability to develop and oversee policy implementation and adoption
- Knowledge of program management and administration best practices
- Knowledge of state and federal employment and labor laws, including relevant precedential court decisions impacting the public sector
- Ability to lead with an equity, diversity, and inclusion focus
- An intrapreneurial mindset
- Effective interpersonal and emotional intelligence skills, including active listening, critical thinking, self-awareness, persuasiveness, and the ability to counsel and motivate others
- A strong customer service orientation

- Ability to build a positive rapport and establish relationships with all staff levels, including internal and external stakeholders
- Digital fluency and literacy
- Effective verbal and written communication skills
- Ability to address and resolve complex problems and present recommendations and findings in a clear and concise manner
- Ability to exercise sound judgment, tact, and discretion when dealing with sensitive and confidential information
- Ability to analyze complex information and formulate logical and objective conclusions
- Ability to work effectively in a challenging, dynamic, and fast-paced work environment

Working Conditions

The employee regularly works in an indoor and climate-controlled office setting under artificial light. Based on departmental or operational needs, this position may be required to work remotely. Occasional travel may be required to attend offsite meetings, conferences, and training classes. May sit for an extended period using a keyboard and video display terminal. On occasion, may require flexible work schedules, including some evening hours to complete assignments, meet deadlines, and provide support to the Directorate.

Attendance

Must maintain regular and acceptable attendance at such a level as is determined ODI's sole discretion. Must be regularly available and willing to work the hours the department determines are necessary or desirable to meet its business needs.

Other Information

The employee's workstation is located in Sacramento, CA, but can be performed remotely elsewhere in the state and is equipped with standard or ergonomic office equipment, as appropriate.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. *(If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor.)

A Reasonable Accommodation 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 his or her 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 Printed Name	Date
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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 Printed Name	Date
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