

State of California
GOVERNOR'S OFFICE OF EMERGENCY SERVICES

POSITION DUTY STATEMENT

BU: 2, 7, & Non-represented

EMPLOYEE:	CLASS TITLE: Career Executive Assignment (CEA)	HEADQUARTERS: Mather Campus
PROGRAM/UNIT: Finance & Administration/ Human Resources	POSITION/ CONTROL NUMBER: 163-837-7500-001 / 10728	CBID: M01
TENURE: CEA	TIME BASE: Fulltime	WORK WEEK GROUP: E
APPT EFFECTIVE DATE:	Range (If Applicable)	PROBATIONARY PERIOD: <input type="checkbox"/> 6 Mos. <input type="checkbox"/> 12 Mos. <input checked="" type="checkbox"/> N/A
IMMEDIATE SUPERVISOR:	CONFLICT OF INTEREST CATEGORY: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DMV PULL PROGRAM: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
1. SUPERVISION RECEIVED: Under the general direction of the Deputy Director, Finance & Administration.		
2. SUPERVISION EXERCISED: The Assistant Director, Human Resources (HR) directly supervises one (1) Staff Services Manager (SSM) III, one (1) Labor Relations Manager, and two (2) SSM IIs		
3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES) The position works in an office setting with artificial light and temperature control. The position will work a minimum of 40 hours per week, with possible extended hours in the event of workload or an emergency. Ability to use a personal computer and telephone is essential, as the majority of the work is performed in utilizing these tools.		
4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES): Frequent and direct contact with: 1) peers; employees of California Governor's Office of Emergency Services (Cal OES), and other governmental agencies; 2) general public, department applicants; 3) Control Agency (i.e., Department of General Services [DGS], California Department of Human Resources [CalHR], Department of General Services [DOF], State Personnel Board [SPB], etc.) employees or representatives; 4) Cal OES Executive staff/management; 5) Federal agencies; 6) Legislative staff/Governor's Office.		
5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED): If the incumbent fails to perform the duties and responsibilities as described within the duty statement, the consequences will influence the effectiveness and the efficiency of the Cal OES, cause inconvenience, affect the health/safety of personnel and citizens, and delay completion of important assignments thereby influencing Cal OES and its partners. The magnitude of the impact would vary from low to critical depending upon the commission or omission of the action, and the circumstances involved at the time of a major event.		
6. EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%: During activation of the state operations center in response to an emergency, the incumbent, as part of the Cal OES management team, may need to work excess hours during the activation. The incumbent will provide the activation management team with guidance and support related to HR related functions, including, but not limited to, the following: <ul style="list-style-type: none"> • Hiring and onboarding emergency or temporary help resources. • Coordinating health and safety resources. • Other duties as assigned. <p>The incumbent needs to work effectively under stressful conditions; work effectively and cooperatively under the pressure of short leave time; and work weekends, holidays, extended, and/or rotating shifts (day/night).</p>		

7. JOB DESCRIPTION/GENERAL STATEMENT:

Under the general direction of the Deputy Director, Finance & Administration, Cal OES, the Assistant Director, HR has responsibility for the full range of HR functions in support of Cal OES.

The Assistant Director, HR has responsibility for HR policy setting and implementation, procedures, and priorities. They serve as advisor to the Cal OES, Office of the Director staff on HR and Labor Relations. Responsibilities involve providing direction and guidance through subordinate managers/supervisors, while ensuring the integrity of program activities. They are required to provide adequate resources for implementing Cal OES administrative policies, procedures, and programs.

Percent of Time	ESSENTIAL FUNCTIONS
35%	<p>HR Policy Setting Serve as a member of the directorate and participate in department planning, policy setting, policy implementation, and decision-making process. Advise the Director, Chief Deputy Director, Assistant Directors, Regional Administrators, and Program Managers on all issues of HR policy; provide direct support to disaster operations, either at headquarters or on-site on HR issues, policies, and procedures, including working in the State Operation Center.</p>
35%	<p>Management of HR Functions Oversee all aspects of HR management, policies, practices, and operations in the organization and provides strategic support to, and partnership with, the Director and executive management team while ensuring compliance with the State's civil service rules and regulations. Plan, direct, and organize all issues related to employee salaries and benefits, job classifications, training, exams, recruitment, succession planning, Labor Relations, individual performance management, organizational performance management, and innovation related to the Cal OES HR goals. Direct the department's HR activities and personnel through the establishment of policies, procedures, guidelines, priorities, and management systems to ensure efficient and effective operations; direct the department's Labor Relations program; ensure compliance to bargaining unit Contracts, and state rules and regulations; development and implementation of Labor Relations training for management staff.</p>
35%	<p>Strategic Planning Oversee the development of the Cal OES strategic plan, and creation of the methods by which Cal OES executive team tracks the implementation of all program-level objectives throughout the organization. Provide oversight and guidance on the development of innovative methods and HR policies to hire, train, and retain a skilled and resilient workforce. Develop and maintain comprehensive employee wellness policies and initiatives.</p>
Percent of Time	MARGINAL FUNCTIONS
5%	<p>The incumbent will perform other job-related duties as required to fulfill the Cal OES mission, goals, and objectives. Additional duties may include, but not be limited to: (a) assisting where needed within the program, which may include special assignments; (b) complying with general State and Cal OES administrative reporting requirements (i.e. completion of time sheets, project time reporting, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.); and (c) attendance at staff meetings.</p>

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: Reviewing mail; preparing various forms; proofreading documents; reading printed material, computer screens, and handwritten materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
HEARING: Answering telephones; receiving verbal information from outside sources; understanding verbal instruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SPEAKING: Receiving visitors; answering inquiries and providing verbal information or instruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
MOVEMENT: Delivering material to others; picking up materials from others; copying; faxing; distributing information; filing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SITTING: At a computer terminal or desk; conferring with employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
STANDING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BALANCING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CONCENTRATING: Reviews and reads records/documents, researches, composes, analyzes, compiles, and updates technical documents; multi-tasking; prepares various forms and documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
COMPREHENSION: Understanding needs of co-workers, clients; understands procedures and practices; Understands laws, regulations related to their work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
WORKING INDEPENDENTLY: Possesses ability to work independently as well as a team member, have good interpersonal and communication skills, ability to follow directions, take initiative, assume responsibility, and exercise good judgment and tact. Must be able to work alone without much guidance or interaction or interaction from other staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
LIFTING UP TO 10 LBS. OCCASIONALLY:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
LIFTING UP TO 20 LBS. OCCASIONALLY AND/OR 10 LBS. FREQUENTLY:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LIFTING UP TO 20-50 LBS. OCCASIONALLY AND/OR 25-50 LBS. FREQUENTLY:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KEYING: Pushing buttons on telephone; typing; copying.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
REACHING: Answering phones.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CARRYING: Distributing mail; reports; stocking supplies.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CLIMBING: stairs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BENDING AT WAIST:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KNEELING:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PUSHING OR PULLING:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HANDLING: Documents, manuals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DRIVING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OPERATING EQUIPMENT: Computer; telephone; copy machine; fax.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WORKING INDOORS:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WORKING OUTDOORS:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WORKING IN CONFINED SPACE: Enclosed office environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OTHER INFORMATION

Must have knowledge of the State and related federal laws, rules, regulations, policies, and procedures. Must exercise good writing skills; follow oral and written directions, be responsive to the needs of the public and employees of Cal OES and other agencies; analyze situations and take effective action using initiative, resourcefulness, and good judgment. May need to work with limited supervision.



Consistent with good customer service practices and the goals of the Cal OES Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal and external customers, follow through on commitments, and solicit and consider internal and external customer input when completing work assignments.

SIGNATURES

Certification of Applicant/Employee

Note – If you have any concerns with performing the duties of this position with or without reasonable accommodation, discuss your concerns with the hiring supervisor, who in turn, will discuss with the Reasonable Accommodation Coordinator.

I certify I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above, with or without reasonable accommodation.

I have read and discussed these duties with my supervisor:

Employee's Signature

Date

I certify the above accurately represents the duties of the position:

Supervisor's Signature

Date

Civil Service Title