



Duty Statement

Classification: **Staff Services Manager III**

JC-407451

Position Number: **275-330-4802-005**

HCM#: **1508**

Branch/Section: **Human Resources Division (HRSD), Talent Acquisition Section**

Location: **Sacramento, CA**

Telework: Office-centered

Working Title: **Assistant Division Chief, Talent Acquisition**

Effective Date: **December 8, 2023**

Collective Bargaining Identifier (CBID): **M01**

Supervision Exercised: **Yes** **No**

Under delegation from the Department of Human Resources (CalHR), the State Personnel Board (SPB), and the State Controller's Office (SCO), HRSD is responsible for the classification, progressive discipline, recruitment and selection, personnel transactions, workers' compensation, employee relations, and reasonable accommodation functions.

Under the general direction of the Assistant Human Resources Officer (AHRO), the incumbent is responsible for the management and the operational activities of the Talent Acquisition Section. Serves as the Assistant Division Chief with full management and supervisory authority to act in the absence of the AHRO. Is a trusted strategic partner with key business stakeholders to ensure their HR related needs are being met and performs the following duties:

Essential Functions

35% ¹Onsite and virtually, plan, organize, manage, and direct through subordinate managers the day-to-day administration of operational function of the Talent Acquisition Section that consists of the Selection Services (SSU) and Classification & Outreach. Acts with full authority from the AHRO in a variety of delegated matters critical to the division's main mission. Oversees the Selection Services section by handling high level escalations, working with senior leadership on the most complex recruitment and selections situations and providing legal and sound recommendations, applying and ensuring the merit principle is upheld, and guiding the team through process improvements on the internal Start Talent Acquisition Request (STAR) system, as well as other internal controls. Oversees the Classification Unit and provides consultative services to senior leadership concerning civil service laws, and rules, personnel management practices to ensure positions are appropriately classified and allocated, and collective bargaining agreements. Oversees the Career Services, Upward Mobility, Student and Apprenticeship, and Outreach programs; promotes CalPERS employment opportunities and the organization as a destination employer for the region. Participates in business and strategic planning, provides guidance and oversight for establishing, monitoring and reporting on career services and outreach-related performance metrics. Review hire packages to confirm full compliance with all departmental and state requirements. Address high-level issue

escalations to ensure appropriate solutions are implemented. Provide management and strategic direction on LinkedIn subscription to ensure CalPERS maximizes its use of this platform.

- 25% Onsite and virtually, advises and guides on the policies within the Talent Acquisition Section and collaborates with external stakeholders throughout the organization; works in conjunction with the AHRO and the HRSD leadership team to plan, develop, and accomplish effective organizational planning; serves with decision-making authority on the most sensitive projects where a high degree of expertise and organizational knowledge is needed. Oversees projects identified in the division's annual plan, as well as key objectives and strategic initiatives, are achieved and the operational programs perform their functions consistent with CalPERS' goals and objectives. Participates on special HRSD and/or enterprise project teams and prepares and oversees deliverables.
- 25% Onsite and virtually, oversees the ongoing consultation to division leaders and senior leaders regarding all areas of Talent Acquisition and provides direction on the interpretations of laws, rules, and regulations. Identifies opportunities for improvements in policies and procedures; identifies efficiencies related to the performance compensation, recruitment, classification, examination, onboarding, and career services and outreach processes. Tools, including but not limited to, Total Quality Management, Lean Analysis, time studies, and initiation of pilot projects may be used to identify and address these areas. Attend regular meetings with various stakeholders across the organization to collaborate on cross-divisional projects to ensure initiatives are being met.
- 10% Onsite and virtually, provides functional guidance to the Executive and Investment Recruitment (EIR) Section Chief and collaborates to ensure merit, selection, and recruitment laws, rules, and principles are consistent between EIR and SSU. As needed, collaborates with the EIR Section Chief, reviews and approves Career Executive Assignment (CEA) packages and responsible for ensuring and reporting compliance with CalHR delegation agreements for CEAs and Exceptional Allocations. Collaborates on the processes to search, recruit, and select candidates and finalists for executive, investment professional, and CEA positions. Collaborates on the enhanced background check process applied by CalPERS for these positions to ensure final candidates have been fully and properly vetted before a final offer for employment is made.
- 5% Onsite and virtually, acts in the absence of the AHRO to direct the activities of HRSD; represents the Division Chief and/or AHRO at meetings with internal and external organizations regarding Human Resources and/or CalPERS programs and operations. Travel, training, and other duties as required and appropriate.

Knowledge, Skills, and Abilities

Knowledge of: Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; the administration and department's goals and policies; governmental functions and organization at the State and local level; department's Affirmative Action Program objectives; and a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex Staff Services program; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively contribute to the department's affirmative action objectives.

Working Conditions

- ¹This position is designated office centered and works primarily onsite, 400 P Street building, at least but not limited to three weekdays
- Use of a computer keyboard and mouse for several hours a day.
- Reading from computer screens for several hours a day.
- Sitting for long periods of time.
- Some travel may periodically be required.

Conduct, Attendance and Performance Expectations

- Ability to maintain consistent attendance
- Ability to demonstrate punctuality, initiative, and dependability
- Ability to model and support CalPERS Core Values (Integrity, Accountability, Respect, Openness, Quality and Balance)
- Ability to model CalPERS Competencies and demonstrate proficiency in; Collaboration, Leading People, Leading Change, Driving Results, Business Acumen, Communication, and Leading Self.

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.

Employee Name (Print):

Employee Signature: _____ **Date:**

I certify that the above accurately represent the duties of the position.

Supervisor Signature: _____ **Date:**