

Current Proposed

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| Classification Title Staff Personnel Program Analyst | Division/Unit Workforce Development Division |
| Working Title Workforce Planning Manager | IT Domain (if applicable) |
| Position Number 363-940-5313-002 | Effective Date |
| Name Vacant | Date Prepared April 24, 2024 |

CalHR Mission and Vision

The California Department of Human Resources (CalHR) is responsible for issues related to employee salaries and benefits, job classifications, civil rights, training, exams, recruitment, and retention. For most employees, many of these matters are determined through the collective bargaining process managed by CalHR.

Our Vision: To be the premier leader and trusted partner in innovative human resources management.

Our Mission: To provide exceptional human resources leadership and services with integrity, respect and accountability to state departments and all current and prospective employees.

General Statement

Under the general direction of the Staff Services Manager II, the Staff Personnel Program Analyst leads the Statewide Succession Management Program in the Workforce Development Division. Duties include, but are not limited to, the following:

Job Functions

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

| Percentage (%) | (E) or (M) | Job Duties |
|----------------|------------|--|
| 35% | (E) | Develop, implement, and maintain the Statewide Workforce Planning and Succession Management Program for departments, agencies, boards, and commissions. Evaluate organizational Workforce Plans and Succession Management Plans on an annual basis for compliance to CalHR policy. Analyze submitted plans for effectiveness and to identify statewide themes, opportunities, and challenges. Leverage industry best practices and information and data from departmental plans to ensure succession management model, tools, training, and other resources are responsive to changes in the field and departmental needs. Ensure coordination and cross-training between the Statewide Succession Management and Workforce Planning programs. |
| 35% | (E) | Provide technical expertise, guidance, and support to department managers and executives on succession management as a workforce |

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| | | planning, career development, Upward Mobility, risk mitigation, and diversity, equity, and inclusion strategy through their performance management processes, performance measurement development, enterprise data analysis and validation, continuous improvement analysis and business planning. Develop and present internal and/or external training courses related to succession management. Serve as a succession management subject matter expert. Collaborate with other Division and Department team members to position succession management as an integrated workforce development, equity, and risk mitigation strategy. Ensure alignment of the Statewide Succession Management Program with the Statewide Workforce Planning Program. |
| 20% | (E) | Work with the Research Data Specialist II to create, implement, monitor, and evaluate statewide and departmental data to evaluate current succession management activities and guide creation of new resources. Identify opportunities for policy development and update, develop, document, and review program processes and metrics to determine program effectiveness and success. Produce useful and timely statewide workforce data for dissemination via the CalHR website. |
| 10% | (E) | Inform the scheduling, content, and production of program events with timely and relevant workforce planning and succession management information; curate useful and timely workforce planning and succession management content for dissemination via the Workforce Planning listserv and CalHR website. Develop, implement, and evaluate marketing strategies for communicating benefits, tools, resources, and services available to departments. |

Supervision Received

The Staff Personnel Program Analyst reports directly to and receives the majority of assignments from the Staff Services Manager II; however, direction and assignments may also come from the Division Chief.

Supervision Exercised

None.

Special Requirements / Desirable Qualifications

Desirable qualifications include a working knowledge labor relations laws, rules, policies, and practices; collaborative leadership and working style, excellent interpersonal, written and oral communication skills, a high degree of emotional intelligence; and an ability to adjust well to changes in assignments, workload and priority.

Working Conditions

The duties of this position are performed indoors. The employee's workstation is located at 1515 "S" Street building and is equipped with standard or ergonomic office equipment, as appropriate. Travel may be required to attend meetings or training classes.

Attendance

Must maintain regular and acceptable attendance at such level as is determined at the Department'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.

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. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the RA Coordinator.)

*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 their 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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Current Proposed

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| Classification Title Staff Services Manager I (Specialist) | Division/Unit Workforce Development Division |
| Working Title Workforce Planning Manager | IT Domain (if applicable) |
| Position Number 363-940-4800-xxx | Effective Date |
| Name | Date Prepared April 24, 2024 |

CalHR Mission and Vision

The California Department of Human Resources (CalHR) is responsible for issues related to employee salaries and benefits, job classifications, civil rights, training, exams, recruitment, and retention. For most employees, many of these matters are determined through the collective bargaining process managed by CalHR.

Our Vision: To be the premier leader and trusted partner in innovative human resources management.

Our Mission: To provide exceptional human resources leadership and services with integrity, respect and accountability to state departments and all current and prospective employees.

General Statement

Under the general direction of the Workforce Planning and Succession Management Staff Services Manager II, the Staff Services Manager I (Specialist) leads the Statewide Workforce Planning Program in the Workforce Development Division. Duties include, but are not limited to, the following:

Job Functions

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

| Percentage (%) | (E) or (M) | Job Duties |
|----------------|------------|--|
| 35% | (E) | Develop, implement, and maintain the Statewide Workforce Planning Program for departments, agencies, boards, and commissions. Evaluate organizational Workforce Plans on an annual basis for compliance to CalHR policy. Analyze submitted plans for effectiveness and to identify statewide themes, opportunities, and challenges. Leverage industry best practices and information and data from departmental plans to ensure workforce planning model, tools, training, and other resources are responsive to changes in the field and departmental needs. Ensure coordination and cross-training between the Statewide Workforce and Succession Management programs. |
| 35% | (E) | Provide technical expertise, guidance, and support to department managers and executives on workforce planning as a workforce |

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| | | development, career development, Upward Mobility, risk mitigation, and diversity, equity, inclusion, and accessibility strategy through their performance management processes, performance measurement development, enterprise data analysis and validation, continuous improvement analysis and business planning. Develop and present internal and/or external training courses related to workforce planning. Serve as a workforce planning subject matter expert and lead for an Associate Governmental Program Analyst. Collaborate with other Division and Department team members to position workforce planning as an integrated workforce development, equity, and risk mitigation strategy. |
| 20% | (E) | Work with the Financial Management Division to create, implement, monitor, and evaluate statewide and departmental data to evaluate current workforce planning activities and guide creation of new resources. Identify opportunities for policy development and update; develop, document, and review program processes and metrics to determine program effectiveness and success. Produce useful and timely statewide workforce data for dissemination via the CalHR website. |
| 10% | (E) | Inform the scheduling, content and production of the Quarterly Workforce Planning Forum with timely and relevant workforce planning information; curate useful and timely workforce planning content for dissemination via the Workforce Planning listserv and CalHR website. |

Supervision Received

The Staff Services Manager I (Specialist) reports directly to and receives the majority of assignments from the Staff Services Manager II; however, direction and assignments may also come from the Division Chief.

Supervision Exercised

None.

Special Requirements / Desirable Qualifications

Desirable qualifications include a working knowledge of human resources and labor relations laws, rules, policies, and practices; collaborative leadership and working style, excellent interpersonal, written and oral communication skills, a high degree of emotional intelligence; and an ability to adjust well to changes in assignments, workload and priority.

Working Conditions

The duties of this position are performed indoors. The employee's workstation is located at 1515 "S" Street building and is equipped with standard or ergonomic office equipment, as appropriate. Travel may be required to attend meetings or training classes. This position is eligible to work partially remote, as current business needs allow.

Attendance

Must maintain regular and acceptable attendance at such level as is determined at the Department'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.

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. If unsure of a need for reasonable

accommodation, inform the hiring supervisor, who will discuss your concerns with the RA Coordinator.)

*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 their job or to enjoy an equal employment opportunity.

Duties of this position are subject to change and may be revised as needed or required.

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| Employee Signature | Employee Printed Name | Date |
|---------------------------|------------------------------|-------------|

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

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| Supervisor Signature | Supervisor Printed Name | Date |
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