

DUTY STATEMENT



CURRENT
 PROPOSED

CIVIL SERVICE CLASSIFICATION Career Executive Assignment (CEA)		WORKING TITLE Assistant Deputy Chief of Policy, Enforcement and Training		
PROGRAM NAME Division of Labor Standards Enforcement		UNIT NAME Headquarters		
ASSIGNED SPECIFIC LOCATION TBD			POSITION NUMBER 400- 502-7500-015	
BARGAINING UNIT M01	WORK WEEK GROUP E	BILINGUAL POSITION No	CONFLICT OF INTEREST FILER Yes	BACKGROUND CHECK No

General Statement

Under the general direction of the Labor Commissioner and Deputy Chief of the Division of Labor Standards Enforcement (DLSE) (or Labor Commissioner’s Office (LCO)), the Assistant Deputy Chief of Policy, Enforcement & Training serves as a principal policy advisor and enforcement strategist and is responsible for the research, creation, and facilitation of essential policy-making activities and processes, including the creation and execution of internal evaluation protocols; oversees timely implementation of legislative and regulatory mandates across all DLSE jurisdictions and integrates best practices to ensure efficacy and effectiveness; develops and implements a data-informed and collaborative enforcement training program to ensure accurate application of laws in coordination with program executive leaders, and leads evaluation efforts on training, enforcement, and other implementation initiatives to identify and assess opportunities for improvement. The incumbent will play an essential role in evaluating, developing, and setting tailored policy for the LCO specific enforcement operations, training needs, and implementation responsibilities. Specifically, the CEA will provide programs with general Division-wide policies and training tools to ensure application of law is consistent, appropriate, timely, and leverage all available resources within the DLSE.

The Assistant Deputy Chief of Policy, Enforcement & Training consults with, advises, and assists the Labor Commissioner, Deputy Chief, and other DLSE executives in anticipating, identifying, and analyzing issues relevant to emerging policy issues and manages the division's creation, implementation, and evaluation of various policies, enforcement, and training programs. The incumbent facilitates discussions with programs on prominent policy issues and is expected to work closely with Assistant Chiefs, other executive team members such as the DIR Deputy Chief of Legislative and Regulatory Affairs and Special Policy Advisor as well as other legislative, enforcement and training teams within DIR divisions as required to leverage DLSE’s enforcement impact. The incumbent works directly with program leaders and various internal and external stakeholders to consider, formulate and implement policy proposals, enforcement collaborations, and training needs.

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

Percentage of Time	Duties <u>Essential Job Functions</u>
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Spent	
30%	<p>Policy Development and Analysis: Oversee the development of the DLSE policies to establish guidelines, procedures, and processes for assigning and evaluating legislative proposals to craft positions and propose amendments to ensure alignment with DLSE’s mission, vision, and enforcement work.</p> <p>Legislation and Regulations: Lead the development of a division-level legislative and regulatory portfolio management process in accordance with the Labor Commissioner’s priorities. Partners closely with the DIR Deputy Director of Legislative and Regulatory Affairs on referrals for relevant legislation within the DLSE’s jurisdiction and manages the internal evaluation of legislation by facilitating the input of DLSE subject matter experts including attorneys, enforcement personnel, and leadership as well as conducting independent analysis and research to craft recommendations and identify amendments. Serves as the lead DLSE representative in legislative and policy meetings with the Deputy Director of Legislative and Regulatory Affairs. Spearheads DLSE proposals for new legislation or regulations to address ambiguities or deficiencies in existing statute. Prepares legislative testimony and background briefing packets for DLSE informational or oversight hearings and develops drafts, vets, and reviews responses for sensitive Legislative or media inquiries and submits to the Labor Commissioner or their designee for approval. Manages the drafting and submission of DLSE’s statutorily mandated reports to the Legislature and submits to the Labor Commissioner or their designee for approval.</p> <p>Research: Develop and lead the Labor Commissioner’s policy agenda implementation efforts including future policy to improve how the Division can better serve the economic well-being of California workers. Within the DLSE’s jurisdiction of wage and hour, paid leave, retaliation, licensing and registration, and public works, conduct comprehensive research to improve the policies or operations of DLSE. Examples of areas of focus include: evaluating trauma-informed practices to improve government services for vulnerable workers with research partners such as through DLSE wage clinics, identifying innovative tools to improve enforcement outcomes and collaboration, and effective strategies to deepen outreach efforts to workers and employers to promote education and compliance.</p>
30%	<p>Implementation Oversight</p> <p>Implementation: Lead the development of a division-level implementation management process. Develop policies on implementing emerging legal and statutory mandates, with accompanying Information Technology (IT) enhancements, to ensure they are effectively communicated to all offices in a timely manner and well-trained on accompanying resources and tools. Create and set implementation goals and guidelines, and lead a collaborative process to develop workplans that include Division Leadership and the respective program(s) which may include: Bureau of Field Enforcement, Retaliation Complaint Investigation,</p>

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Licensing and Registration, Wage Claim Adjudication, Public Works, Public Information and Legal Unit to ensure newly passed laws are fully enacted within statutory timeframes, with accompanying clear policy and protocols and interactive training. Take a holistic approach that includes outreach and communications strategy and collaborates with the DIR Special Policy Advisor as appropriate on especially high profile, complex, or cross-departmental initiatives. Facilitate engagement with external stakeholders to understand needs and gather perspectives to inform implementation work and ensure legislative intent and stakeholders needs are fully met. Brief the Labor Commissioner and Deputy Chief regularly on progress and troubleshoot any challenges as appropriate.

Evaluation: Create key performance indicators and other metrics to evaluate the efficacy of enforcement, outreach, and education efforts. Identify trends in activities and outcomes and recommend data-informed opportunities for improvement through policy, operations, or training to facilitate more collaboration and effectiveness. Create reports and brief the Labor Commissioner and Deputy Chief on findings.

20%

Managerial Oversight

Plan, organize, direct, and monitor the workload of the Legislative team. Provide guidance and leadership to team members to ensure compliance with all applicable policies, rules, and regulations related to all business service functions relevant to policy issues, implementation and training. Perform all supervisory functions related to assigned staff, which includes recruiting, hiring, training, evaluating performance, preparing probationary reports, Individual Development Plan, and reviewing Merit Salary Adjustments. Implement corrective action and progressive discipline as necessary. Develop and implement work assignments, including mentors, and develop team members by providing guidance with training assignments. Consult with the Subject Matter Experts and program leaders as needed to ensure consistent adoption of policies and procedures. Attend and conduct team meetings as needed.

15%

Enforcement Training Program

Lead the Enforcement Coordination Team (ECT) and develop statewide policies and training to establish collaborative and strategic enforcement practices that further DLSE's mission and vision across all enforcement programs. This includes creating an internal, standardized referral policy that includes data sharing and training procedures to institutionalize division-wide analysis of its complaint information directly resulting in increased enforcement actions as well as establishing policies and procedures to track and evaluate outcomes of ECT to support the adoption of collaborative enforcement practices. Take responsibility for developing, evaluating, and aligning Division policies, training, and strategy to ensure efforts are comprehensive and consistent.

Organizational Development: Design and implement a training program to maximize

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	<p>use of all of DLSE’s enforcement tools across all programs. Develop a consistent process to evaluate existing enforcement impact and regularly briefs executive leaders on recommendations for policies, procedures, and training materials that would address gaps and better institutionalize collaborative enforcement across DLSE programs where applicable.</p> <p>Adopt, promote, and integrate a trauma informed approach in policies and training material to recognize individuals have varied experiences that influence how they process information. In collaboration with Headquarters IT Liaisons and contracts manager, ensure resources are available as well as direct the creation of a training library and interactive tools.</p> <p>Solicit regular feedback from DLSE professionals and program leaders to analyze and evaluate the training program and make changes as necessary. Ensure the training program is regularly updated to align with new mandates and evolving workplaces.</p>
<p>Percentage of Time Spent</p>	<p>Marginal Job Functions</p>
<p>5%</p>	<p>Perform other duties necessary to ensure the accurate, timely and effective implementation of policies and trainings to institutionalize collaborative enforcement throughout DLSE jurisdictions. Represent the Labor Commissioner in internal and external meetings as needed.</p>

Conduct, Attendance, and Performance Expectations

This position requires a high level of familiarity with Division legislative, regulatory, and industry topics, and necessitates the ability to prioritize a high volume of complex work based upon such knowledge. The incumbent must execute duties in a trauma informed manner in an effort to recognize individuals have varied experiences that influence how they process information and engage. The incumbent must display expert judgment and be able to engage and communicate with stakeholders in a professional and fair-minded manner about highly sensitive and confidential material. The incumbent must possess the skill and ability to lead team members at all levels, while maintaining all other high-level operations within the unit. The incumbent will be working directly with the Labor Commissioner and Deputy Chief as well as other Executives in DLSE. The incumbent will communicate daily via email, video conference, phone, or in-person with DLSE team members. The incumbent will communicate and meet with the offices of elected officials or their staff, and industry/ labor stakeholders as needed, and will be required to communicate and attend meetings with the Office of the Governor, LWDA, and other agencies or officials.

Supervision Received

Incumbent will work under the direction of the Labor Commissioner and Deputy Chief.

Supervision Exercised

The incumbent will supervise the legislative analyst team which consists of three Associate



Governmental Program Analysts and oversee operations.

Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts

Work Environment

The incumbent works in a hybrid telework setting, in-office days will be within a mixed cubicle and office environment with both natural and artificial light, and temperature control. The incumbent is required to work extensively on the computer as necessary for email communication, research, drafting policy and procedure documents, and other purposes.

Special Requirements/Other Information

The incumbent must demonstrate the ability to establish and maintain cooperative working relationships with staff at all levels both within and outside of DIR to complete work assignments and implement policy and procedures. The incumbent must exercise the ability to independently make decisions and perform actions having broad implications on varied aspects of DIR's internal as well as public-facing operations, policies, and programs. Finally, the incumbent must demonstrate the ability to use the Internet, email, desktop applications and presentation software to complete assignments. Confidentiality must be maintained at all times.

Physical Abilities

The ability to use a computer, telephone, and other office equipment such as copiers and scanners is necessary. The incumbent will be required to travel occasionally within the local area and within the state by car or plane as appropriate. Some lifting, bending, and stooping may be required. No other specific physical abilities are required.

Additional Requirements/Expectations

The incumbent must handle sensitive and confidential materials and matters in a professional manner and establish cooperative working relationships with others. The incumbent must also demonstrate the ability to research, interpret, and apply laws, rules, and principles governing all DIR program areas; analyze complex data and provide recommendations and/or feedback to all levels of staff both within and outside state civil services. The incumbent must exercise the ability to reason logically and analyze data to reach accurate and defensible conclusions and complete assigned work and review for accuracy. The incumbent should be skilled in workgroup and meeting facilitation, possess excellent interpersonal and communication skills and have effective project management skills. The incumbent must possess the ability to interpret and apply directives or information from Federal and State governing bodies and policy-setting entities as they relate to legislative, regulatory, and policy topics. The incumbent must be knowledgeable of individuals or entities who advocate before DIR and whose interests may be affected by legislation, regulations, or policies implemented by DIR or any of its divisions, boards, commissions, or units. The incumbent maintains familiarity with: DIR organizational structure; decision-making authority, legal authority and processes of all DIR divisions, boards, commissions, and units; as well as Agency organizational structure, decision-making authority, and processes.

Personal Contacts

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The incumbent has daily and regular contact with staff at all levels within the Department, as well as frequent contact with external stakeholders, executive leadership and staff representatives of the Labor and Workforce Development Agency, the Legislature, the Office of the Governor, and others in the course of their work duties.

Employee Acknowledgment

I have read and understand the duties listed above and certify that 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 these assigned duties as described above with or without reasonable accommodation. If you believe a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Diversity and Inclusion Office.

Employee Name

Employee Signature

Date

Supervisor Acknowledgment

I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name

Supervisor Signature

Date

HUMAN RESOURCES OFFICE APPROVAL

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C&P Analyst Initials

9/19/24

Approval Date