



Duty Statement

DIVISION	CLASSIFICATION/WORKING TITLE	POSITION NUMBER (Agency-Unit-Class-Serial)
Enforcement	CEA (Level A)/Asst Deputy Director	326-XXX-7500-XXX
UNIT/PROGRAM/SECTION	EFFECTIVE DATE	CBID
Enforcement/Employment Team 1		M01
INCUMBENT	REPORTING LOCATION	IMMEDIATE SUPERVISOR
	TBD	Jamie Gillette
POSITION DESCRIPTION		
<p>Under the general direction of the Deputy Director of Enforcement, the Assistant Deputy Director (ADD) is responsible for providing leadership, vision, and strategy for the Enforcement Employment – Team 2 Unit. The ADD maintains and establishes Enforcement Division procedures and processes and oversees the functions of the Division. The ADD exercises broad responsibility for developing and implementing policies and functions as a senior-level staff member.</p>		
<p>ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.</p>		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
35%	Establishes program policies, goals, and priorities, and provides leadership and guidance to staff to ensure proper enforcement of the statutes, timely investigation of discrimination, harassment, and retaliation complaints, and compliance with federal requirements. Evaluates program performance and leads team of managers, supervisors, and staff in identifying and implementing new policies or changes in existing policies, process improvements, or other program improvements.	
30%	Assists with complex case-related issues and problem resolution and, in collaboration with the Enforcement Division leadership team, ensures consistency in policies, procedures, and communication across all teams/offices. Collaborates and works with the Legal Division, Dispute Resolution Division (DRD), and Executive Programs Division. Responds to external inquiries from interested parties, including members of the legislature, other governmental agencies, and the public regarding Enforcement related matters.	
10%	Serves as a senior member of the Enforcement Division Leadership team and participates in decision-making that impacts the entire Enforcement Division, including the development and implementation of division-wide policies and procedures and the division’s strategic and action plans. Oversees development, updates, and maintenance of Enforcement’s training materials and procedures.	
10%	Ensures proper tracking and reporting of data and information related to the Employment Enforcement Program and provides reports to the Director, Chief Deputy Director, and Deputy Director of Enforcement. Ensures proper reporting to the EEOC on an ongoing basis.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Establishes and maintains relationships with major constituent groups, both respondent and complainant oriented and may serve as a liaison with the US Equal Employment Opportunity Commission (EEOC).	



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	Assists in developing and implementing community education and outreach initiatives related to employment and ensures that the Department’s civil rights mission is properly presented to the public.
5%	Travels to district offices to conduct meetings and other business as needed.
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs. Serves as the Deputy Director of Enforcement in their absence, as requested.
DESIRABLE QUALIFICATIONS:	
<ul style="list-style-type: none"> • Leadership – Ability to embrace a leader's role and continuously model the behaviors, traits, values and characteristics of a successful leader, which include integrity, accountability and ethical behavior; promote the mission and vision of the Department; set and attain goals; create a clear sense of purpose; manage change; be creative and innovative; and plan strategically. • Communication Skills – Ability to present information and express ideas in a clear, confident, and convincing manner; and to receive, attend to, interpret, and respond to feedback in ways that are appropriate to listeners and situations. • Decision Making – Ability to make informed decisions through use of data, research, analysis, and input from team members and key stakeholders; make difficult decisions in accordance with good public policy and an understanding of consequences of actions. • Teamwork – Ability to continuously inspire, motivate, and coach diverse work teams to achieve goals; collaborate to achieve common goals and objectives; utilize effective consultation and negotiation skills; and create a work culture that attracts and retains diverse and talented people. • Public Service Orientation – An understanding of the importance of customer service and the need to be timely and accurate in addressing stakeholder needs; the importance of representing the department in a professional and respectful manner. • Commitment – A strong desire to uphold California civil rights laws and a commitment to justice and fairness. • Experience with the California Fair Employment and Housing Act, the Unruh Civil Rights Act, Government Code section 11135, the Ralph Civil Rights Act, and other laws enforced by the Civil Rights Department. 	
TYPICAL WORKING CONDITIONS:	
<p>The demands described here are representative of those that must be met by the incumbent, with or without a reasonable accommodation, to successfully perform the essential functions of the job.</p> <ul style="list-style-type: none"> • Requires the ability to effectively handle stress, and work in a noise and fast-paced environment. • Requires daily use of a personal computer and related software applications at a workstation. • Requires ability to complete tasks that typically may require repetitive hand movements in the performance of daily duties, with or without reasonable accommodations and modifications to facilitate such tasks. • Requires punctual and regular attendance. • Willingness to work irregular hours and to travel widely within an assigned area. 	
TELEWORK DESIGNATION:	
This position is designated as telework eligible-hybrid.	
SPECIAL REQUIREMENTS:	
The Assistant Deputy Director presents information and interacts with departmental management and staff and a broad range of external stakeholders, such as the Governor’s Office and other state agencies including control agency	



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representatives, federal and local agencies, members and staff of the Legislature, advocate groups, and the general public.

This position participates as a member of the Executive Management team that has responsibility for the formulation of major department policies impacting all programs.

Failure to use good judgement or properly perform these duties could result in the inefficient and ineffective operation of the Enforcement Division and create liability or negative consequences for the Department.

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.

SUPERVISOR STATEMENT:

I CERTIFY THIS DUTY STATEMENT REPRESENTS AN 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 (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE

EMPLOYEE STATEMENT:

I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE