

Per California Code of Regulations, title 2, section 548.5, the following information will be posted to CalHR's Career Executive Assignment Action Proposals website for 30 calendar days when departments propose new CEA concepts or major revisions to existing CEA concepts. Presence of the department-submitted CEA Action Proposal information on CalHR's website does not indicate CalHR support for the proposal.

A. GENERAL INFORMATION

1. Date

04/30/2025

2. Department

Employment Development Department

3. Organizational Placement (Division/Branch/Office Name)

Administration Branch/Human Resource Services Division

4. CEA Position Title

Assistant Chief, Human Resource Services Division

5. Summary of proposed position description and how it relates to the program's mission or purpose.
(2-3 sentences)

Under the direction of the Chief, Human Resource Services Division (HRSD), the Assistant Chief, HRSD will directly oversee a fully developed and comprehensive HR Program. This program encompasses two major sections, the Employee Management Section and Payroll & Benefits Section.

6. Reports to: (Class Title/Level)

Chief, Human Resource Services Division/ CEA B

7. Relationship with Department Director (*Select one*)

- ☐ Member of department's Executive Management Team, and has frequent contact with director on a wide range of department-wide issues.
- ☒ Not a member of department's Executive Management Team but has frequent contact with the Executive Management Team on policy issues.

(*Explain*):

The Assistant Chief will not be a member of the Executive Management Team but will provide guidance and direction on critical and sensitive Human Resource matters. The Assistant Chief will have frequent interaction with the Executive Management Team and will ensure that all applicable Human Resource regulations/requirements are met. The Assistant Chief will report directly to the Chief, Human Resource Services Division/Personnel Officer and will place the Assistant Chief in a position of influence fostering close collaboration with the Executive Management Team.

8. Organizational Level (*Select one*)

- ☐ 1st ☐ 2nd ☐ 3rd ☒ 4th ☐ 5th (mega departments only - 17,001+ allocated positions)

B. SUMMARY OF REQUEST

9. What are the duties and responsibilities of the CEA position? Be specific and provide examples.

Under the direction of the Chief, HRSD, the incumbent plans, organizes, facilitates and evaluates the activities of the Human Resource Services Division. The incumbent will be responsible for overall policies and direction for payroll and benefits and employee management. This position will serve as the program expert and provide direction and policy over performance management and adverse actions, risk management, payroll and benefits, Family Medical Leave Act (FMLA) and position management services.

Plans, organizes, and directs the administration of human resource functions, such as compensation, payroll and benefit services, reasonable accommodations, workers compensation, health and safety, progressive discipline, and employee performance management.

Consults with the Chief, Human Resource Services Division and Deputy Director, Administration Branch on organizational changes, personnel management, issues, and allocation of resources. Serves as enterprise policy advisor for human resources management issues related to the aforementioned programs. Provides extensive policy and program consultation and advice to the Director and Executive Leadership in rendering sensitive human resources, performance management, and reasonable accommodation decisions. Directs the implementation and improvement of new and existing policies, processes and procedures while ensuring program integrity specific to the Department's goals, strategic vision, legislative mandates, and business direction. Continually assesses assigned human resources programs for risks to ensure the sustainability of critical business processes and develops and implements risk mitigation strategies.

Acts as the key advisor to the Chief, HRSD and Deputy Director, Administration Branch for policy decisions affecting the Department's program and personnel practices.

B. SUMMARY OF REQUEST (continued)

10. How critical is the program's mission or purpose to the department's mission as a whole? Include a description of the degree to which the program is critical to the department's mission.

- ☐ Program is directly related to department's primary mission and is critical to achieving the department's goals.
- ☐ Program is indirectly related to department's primary mission.
- ☒ Program plays a supporting role in achieving department's mission (i.e., budget, personnel, other admin functions).

Description: The Employment Development Department enhances California's economic growth and prosperity by collaboratively delivering valuable and innovative services to meet the evolving needs of employers, workers, and job seekers.

Human Resources is critical to the Department's operations. The Assistant Chief will provide critical and timely services in the aforementioned areas. The Assistant Chief will provide administrative services statewide necessary for the Department and programs to meet its mission. The Assistant Chief will develop policies, programs, and strategies to achieve these goals by employing and retaining employees.

B. SUMMARY OF REQUEST (continued)

11. Describe what has changed that makes this request necessary. Explain how the change justifies the current request. Be specific and provide examples.

During the last 10 years, the HRSD has taken on additional workload and increased staffing in several areas of the division including workforce planning, health services, and progressive discipline. The introduction of a hybrid work environment, coupled with a surge in requests for reasonable accommodation and performance management issues related to this environment, require a dedicated focus on operational policy making. In response to these changes, the reorganization of the HRSD includes the creation of the CEA A, Assistant Chief position. This position will specialize in creating operational policies, ensuring compliance with employment law, and handling day-to-day HR functions. The Assistant Chief will execute and evaluate program activities to ensure the overall efficiency of the HRSD.

This model enables the Chief, HRSD to be fully emersed in strategic functions such as leadership development, diversity and inclusion, and employee engagement. This also ensures the Chief, HRSD remains the sole policy maker for delegated functions such as classification and pay, workforce and succession planning, selections, examinations, and labor relations. This model will equip the HRSD to navigate evolving challenges, enhance operational effectiveness, and strategically contribute to the Department's goals. The Chief, HRSD will continue to be the principal policy maker, policy advisor and policy interpreter for all Human Resource functions.

C. ROLE IN POLICY INFLUENCE

12. Provide 3-5 specific examples of policy areas over which the CEA position will be the principle policy maker. Each example should cite a policy that would have an identifiable impact. Include a description of the statewide impact of the assigned program.

The Assistant Chief will be responsible for evaluating and executing the Reasonable Accommodation policy, which ensures that employees with disabilities have equal opportunities and access to workplace facilities and opportunities. This policy impacts the enterprise by promoting inclusivity and compliance with the Americans with Disabilities Act (ADA), allowing all team members to perform at their best. This policy has a significant statewide impact as it upholds the rights of employees with disabilities across all levels of the enterprise. By providing necessary accommodations, the policy fosters a diverse and inclusive workforce, reflecting the enterprises' commitment to equal opportunity. In addition, the consequence of error in implementing this policy is great as there is significant harm to the enterprise if not developed and implemented properly.

The Assistant Chief will be responsible for evaluating and executing the Injury and Illness Prevention policy and will contribute to maintaining a safe and healthy work environment. This policy impacts the enterprise by reducing workplace accidents, promoting employee well-being, and ensuring compliance with health and safety regulations. The Injury and Illness Prevention policy statewide impact is profound as it safeguards the health and safety of all team members. By mitigating risks and adhering to state health and safety standards, the policy underscores the enterprise's commitment to its workforce's welfare and supports a productive and responsible work culture.

The Assistant Chief will have policy oversight for personnel programs that have direct statewide impact that play either a direct or supporting role to the EDD's mission. These personnel programs include but are not limited to performance appraisal process, investigation process, compensation services, disability services (FMLA/LOA/CFRA/SDI/NDI), medical placement process, medical termination process, medical retirement process, medical reinstatement process, and file maintenance of over 10,000 plus official personnel files. The Assistant Chief will ensure comprehensive personnel related policies are adhering to all laws, rules, and regulations and that policy is interpreted and applied consistently statewide.

C. ROLE IN POLICY INFLUENCE (continued)

13. What is the CEA position's scope and nature of decision-making authority?

The scope and nature of decision-making authority for the proposed Assistant Chief are comprehensive and vital to ensuring the effective functioning of the HRSD. The Assistant Chief will directly impact the day-to-day operations of the HRSD. This involves setting guidelines, standards, and procedures that govern various HR processes.

The Assistant Chief will hold full management authority over the Employee Management Section, which involves overseeing the implementation of policies related to performance management, medical management, and health and safety. Decision-making in this area will involve determining appropriate actions in response to personnel matters, ensuring consistent and fair application of policies, and managing complex cases that impact employee performance and behavior.

The Assistant Chief will hold full management authority over the Payroll and Benefits section, which involves overseeing the implementation of policies related to personnel/payroll documentation, benefits, and salary administration. Decision-making in this area will involve determining appropriate actions in response to benefits and salary administration.

The Assistant Chief may act on behalf of the Chief, HRSD and will have the same authority when needed.

14. Will the CEA position be developing and implementing new policy, or interpreting and implementing existing policy? How?

The Assistant Chief will develop, revise, enhance, and implement new policies. The Assistant Chief will formulate and direct the development of new and/or existing policies in the program areas to meet the Department's goals of employing and retaining talented personnel. In addition, the Assistant Chief will work collaboratively with the Executive Leadership Team to develop training and strategies for best management practices for the future.