

Business, Consumer Services, and Housing Agency
DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING
JOB OPPORTUNITY BULLETIN

THE STATE OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL, REGARDLESS OF AGE, ANCESTRY, COLOR, DISABILITY (MENTAL AND PHYSICAL), EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, GENDER, GENDER EXPRESSION, GENDER IDENTITY, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGIOUS CREED, SEX (INCLUDES PREGNANCY, CHILDBIRTH, BREASTFEEDING AND RELATED MEDICAL CONDITIONS), AND SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACE IN PUBLIC SERVANTS.

DIVISION/UNIT: Executive Programs – Outreach and Education Unit

LOCATION: To be determined

CLASSIFICATION: Staff Services Manager I (Specialist)
(Outreach and Education Specialist)

SALARY: \$5,470.00 - \$6,796.00

FINAL FILING DATE: December 23, 2016

The Department of Fair Employment and Housing is seeking to fill one vacancy in one of the following locations: Bakersfield, Elk Grove, Fremont, Fresno or Los Angeles. The location of the position will be determined based on the selection of the successful candidate. Please note interviews will only be held in our Elk Grove and Los Angeles Offices.

ESSENTIAL FUNCTIONS:

Under the general direction of the Deputy Director of Executive Programs, the Staff Services Manager I (Specialist) serves as the Outreach and Education Specialist for the Department of Fair Employment and Housing (DFEH). Duties include, but are not limited to, the following:

Outreach and Education

Work with executives/managers/staff from DFEH and other organizations to develop outreach initiatives, including joint outreach activities, symposia, and other events. Serve as lead to oversee and coordinate outreach/training activities, including facilitate and oversee involvement of executives/ managers/staff from DFEH and outside entities, develop materials, coordinate logistics, and develop and manage contracts; conduct research in support of departmental initiatives, including on the most effective means of outreach in various communities based on the experiences of other groups/organizations and any studies as well as other topics.

Develop and manage our library of outreach/training materials. Maintain outreach/training materials on website and intranet and ensure they remain well organized; oversee process to develop new outreach/training materials and to keep outreach/training materials up-to-date.

Ensure outreach calendar is kept up-to-date. Coordinate with speakers and event organizers; handle all logistics associated with outreach/training; and provide outreach/training presentations to speakers for editing and re-use.

Statewide Training Plan

Develop and oversee the implementation and maintenance of a Statewide Training Plan for all state departments and employees with regard to civil rights issues and the responsibilities placed on State departments as employers. Identify training needs based on analysis of DFEH data and legal and regulatory requirements; identify internal capacity and expertise; determine priorities for training; incorporate best practices for training; and coordinate with executives/managers/staff at DFEH and CalHR as well as DFEH internal training unit. Develop policies, procedures, templates, educational materials, etc. to implement new laws and initiatives.

FEH Council Support

Staff the FEH Council. Manage all logistics for Council meetings in accordance with the Bagley-Keene Open Meeting Act. Create and post agendas and materials; assemble regulatory packages and other meeting materials; draft meeting minutes; create and maintain follow-up system for action items; and manage contracts.

Communications/Reports/PRA Requests

Serve as a back-up to the Deputy Director for Communications. Respond to requests from the media and others; work with PRA Coordinator to ensure appropriate information is provided in accordance with the DFEH PRA policy; provide required daily and weekly reports to the Business, Consumer Services and Housing (BCSH) Agency, and respond to requests from the BCSH.

Develop the Department's annual report to the legislature and other reports and materials. Develop and track the overall plan for completing the projects; determine where to find needed information; manage the project team and ensure members of the team provide data/content as needed; develop outlines; write and compile text; and edit and proofread reports to ensure accuracy, consistency, and readability.

Draft, edit, and proofread documents, reports, and other information on behalf of the Director, Chief Deputy Director, and Deputy Director of Executive Programs.

Webmaster/Social Media

Serve as the DFEH Webmaster. Ensure overall content on the Internet and Intranet is accurate and up-to-date; ensure DFEH Facebook page is kept up-to-date by posting on an ongoing basis to Facebook and monitoring comments for compliance with our Social Media policy; use DFEH Twitter account to tweet out DFEH news on an ongoing basis.

DESIRABLE QUALIFICATIONS:

- Ability to exercise a high degree of initiative, independence of action, and originality
- Ability to work well under pressure, meet deadlines, and adapt to changing priorities
- Ability to multi-task and track projects and assignments
- Exceptional tact and the ability to demonstrate good independent judgment
- Excellent communication, writing, research, and analytical skills
- Excellent organizational skills
- Ability to perform completed staff work and pay attention to detail

SPECIAL PERSONAL CHARACTERISTICS:

Demonstrated ability to act independently and be open-minded, flexible and tactful; exceptional organizational skills; demonstrated program development and implementation. Ability to plan, organize, conduct and evaluate training programs and implement changes as necessary; read, write and speak effectively to convey information to others; gain and maintain the confidence and cooperation of those contacted during the course of work; work effectively as a leader or member of a team and with other professionals; complete all tasks in a

detailed manner and organize and maintain files, projects, materials, etc.; recognize problems, develop solutions and adopt an effective course of action; adapt to changing priorities, technology and procedures; accurately maintain one's own schedule and manage one's time; manage multiple tasks and priorities and meet due dates timely and accurately; use Microsoft Word, PowerPoint; Outlook, Excel and Adobe Acrobat.

WHO SHOULD APPLY:

Applicants must be reachable on a current employment list for this classification (for quick access to the examination bulletin please visit <https://jobs.ca.gov/JOBSGEN/9PB19.PDF>), or be a current or former State employee with transfer or reinstatement eligibility for this classification. Appointment is subject to SROA and State surplus policies. Surplus candidates must submit copy of surplus status letter. All applicants must clearly indicate their basis for eligibility on the State application (STD 678). Applicants will be screened and those best qualified will be interviewed. The screening criteria are based on the Desirable Qualifications noted above. Please ensure that your cover letter, application and/or resume reflect these criteria.

All applicants, regardless of the type of eligibility, must meet the Minimum Qualifications of the classification. To view the Minimum Qualifications, please go to <https://jobs.ca.gov/Public/Tools/ClassSalarySearch.aspx> and enter the Classification Title you wish to review. In addition, please attach all required supporting documents (i.e. transcript/diploma, license and/or required certificate) to your application.

SEND COMPLETED STATE APPLICATION (STD 678) TO:

Department of Fair Employment and Housing
ATTN: Human Resources – Amy Duarte
2218 Kausen Drive, Suite 100
Elk Grove, CA 95758
(916) 585-7124 TTY (916) 226-5285

Issue date: December 2, 2016
Position #: 326-100-4800-XXX
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