

Human Resources Branch Memorandum

SUBJECT: Duty Statement Project – ACTION REQUIRED	NUMBER: HRB 21-013
	DATE ISSUED: July 20, 2021
DISTRIBUTION: Regional Managers, Deputy Directors, Branch Chiefs, Administrative Officers	EXPIRES: Until Superseded

Action Required

Informational Only

Control Agency Directive

Purpose

The purpose of this memorandum is to provide instruction to California Department of Fish and Wildlife (CDFW) Branch Chiefs and Regional Managers regarding the Human Resources Branch Duty Statement Project and new Automated Duty Statement System in the Human Resources Management System (HRMS). **On a rolling basis**, the Human Resources Branch (HRB) will begin requesting supervisors upload all duty statements into the new system.

To complete this project efficiently, all regions and branches **must designate a Duty Statement Liaison by August 6, 2021**. Please submit your Duty Statement Liaison to Classification and Pay (C&P) Manager, Amy Duarte, at Amy.Duarte@wildlife.ca.gov. More information regarding the roles and responsibilities of the liaison can be found below. Once liaisons have been designated, the HRB will host Duty Statement HRMS training for the identified liaisons.

Authorities

- California Department of Human Resources
- Government Code Sections 12926-12926.1 and 12940

Duty Statement Automated System in HRMS

Duty statements are required by the Department of Human Resources (CalHR) and ensure we are in compliance with Government Code sections [12926-12926.1](#) and [12940](#). To properly track the duty statements, the Human Resources Branch (HRB) and Data and Technology Division (DTD) developed the Automated Duty Statement module within the HRMS system to store all duty statements electronically in the employee file. Once a duty statement is uploaded by the direct supervisor and approved by the C&P Analyst, the employee will be notified by HRMS to view and electronically acknowledge the duty statement.

Workflow

1. Direct supervisor initiates duty statement for direct report.
2. C&P Analyst reviews duty statement.
 - a. If approved -> duty statement routes to direct report for review and acknowledgement.
 - b. If denied -> C&P analyst documents reasons for denial. Supervisor must re-upload the updated duty statement.
3. Employee and Supervisor electronically acknowledge the duty statement, completing the workflow.

Duty Statement Liaison Responsibilities

Each program must designate a Duty Statement Liaison who is **exclusively responsible for all communications with C&P staff regarding this project for their respective program**.

The Duty Statement Liaison will be responsible for the following:

1. Receive and forward direction from C&P to program supervisors
2. Ensure program supervisors are uploading the correct duty statements
3. Receive communication from C&P regarding any corrections needing to be made to uploaded duty statements, and either make those corrections on behalf of the supervisor or work with the supervisor to make those corrections.
4. Work closely with C&P to track down missing and/or late duty statements within respective program.

Duty Statement Project

The HRB will begin working with each individual program on a rolling basis to collect and upload duty statements into the new automated system.

Each program will have 1.5 months to complete the task of uploading all duty statements into the system. Once Duty Statement Liaisons are contacted by their C&P Analyst, they must work with supervisors to use the HRMS system to initiate and upload a current duty statement for their direct reports. The duty statement upload should not have signatures, instead it will be electronically acknowledged by both the supervisor and their employee once submitted, approved, and completed.

The CDFW is required by the CalHR to maintain all duty statements within the department. A listing of missing and late duty statements will be provided to Executive Management on a quarterly basis.

Resources

- [Duty Statement Automated System Job Aid](#)
- [Duty Statement How to Guide](#)

Contact

If you have any questions, please contact Amy Duarte at Amy.Duarte@wildlife.ca.gov.