

**DUTY STATEMENT****OFFICE OF EXPOSITION PARK MANAGEMENT**
 **Current**  
 **Proposed**

The statements contained in this duty statement 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. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

<b>1. POSITION INFORMATION</b>	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Staff Services Manager II	Managing Director of Operations
NAME OF INCUMBENT:	POSITION NUMBER:
	314-601-4801-001
CBID/WWG/PROBATION:	UNIT NAME:
S01/ E / 12 Months	Exposition Park Management
SUPERVISOR'S NAME:	SUPERVISOR'S CLASSIFICATION:
SCHEDULE / SHIFT:	REVISION DATE:
	8/8/2024
<b>Duties Based on:</b> <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT– Fraction _____ <input type="checkbox"/> INT <input type="checkbox"/> Temporary – _____ hours	
<b>2. REQUIREMENTS OF POSITION</b>	
<b>Check all that apply:</b>	
<input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required	<input type="checkbox"/> EPA Section 608 Technician Certification
<input type="checkbox"/> State Issued Uniform	<input checked="" type="checkbox"/> Requires Fingerprinting & Background Check
<input checked="" type="checkbox"/> Requires DMV Pull Notice	<input type="checkbox"/> Bilingual Fluency ( <i>specify below in Description</i> )
<input checked="" type="checkbox"/> Medical Examination/Testing	<input type="checkbox"/> Other ( <i>specify below in Description</i> )
<b>Description of Position Requirements:</b>	
(e.g., Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)	
See classification specifications.	
<b>3. DUTIES AND RESPONSIBILITIES OF POSITION</b>	
<b>General Statement:</b>	
(Briefly describe the position's organizational setting and major functions)	
<p>Under the general direction of the Career Executive Assignment (CEA), Assistant General Manager, the Managing Director of Operations (MDO) will manage and direct the day-to-day operations of Exposition Park. The MDO will work closely with OEPM leadership to strategize and develop long-term plans that usher in new levels of productivity, efficiency, and success for Exposition Park. The MDO will lead and oversee analysis, negotiations, budgeting, purchasing, and implementing efficient workflows to maximize Exposition Park's productivity and performance. Representing OEPM with internal and external partners, the MDO will serve as a primary resource and support to staff overseeing administration, operations, business and public affairs, and finance.</p>	

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Percentage of Duties	Essential Functions
20%	<p><b>Management and Leadership.</b> Manage a team responsible for project implementation and daily operations and offer guidance and staff development. Work closely with Human Resources to lead the team with integrity, establishing and maintaining a trusting, inclusive, and productive environment. Provide policy direction on sensitive and/or complex issues in collaboration with OEPM leadership. Represent OEPM with State, Agency, Park partners, and the public, serving as a primary resource and support to staff, overseeing administration and operations. Leadership: Hiring and training staff, organizing, and overseeing their work and schedules, and conducting performance evaluations.</p>
20%	<p><b>Portfolio and Management Project.</b> Maintain project planning standards to deliver strategies and allocate resources efficiently, managing dependencies between strategic resources. Facilitate communication with leadership and key stakeholders through regular reporting. Oversee the creation and maintenance of internal and external documents to ensure effective planning and risk management. Guide staff in the successful planning, coordination, and execution of projects. Monitor the scope, quality, schedule, and cost of key and ongoing Park activities, ensuring the delivery of all major strategy and project milestones. Manage operational risks and issues through regular assessments and proposed improvements. Establish and oversee strategy/project change control processes. Process improvement: Analyzing current operations and introducing new measures to improve processes and procedures.</p>
20%	<p><b>Business Guidance, Processes and Tools.</b> Develop and implement key processes and tools to support project portfolio management, including scope definition, analysis and planning, implementation, change management, and deliverables. Formulate standards and tools toward ensuring projects and operations are delivered effectively on time and within scope. Design, update, approve, and communicate program and operations guidance to ensure consistent and effective operations.</p>
20%	<p><b>Operational Systems and Processes.</b> Develop, implement, and monitor day-to-day operational systems and processes to provide visibility into the goals, progress, and obstacles of key initiatives. Plan, monitor, and analyze key metrics for day-to-day operations to ensure efficient and timely completion of tasks. Draw on relationships with OEPM leadership, internal and external partners and staff, and vendors to make strategic decisions regarding operational activity and goals. Devise strategies for ensuring the growth of programs enterprise-wide and implement process improvements to maximize output and minimize costs. Adhere to the company's policies and standards, ensuring compliance with laws and regulations. Manage resources, including staff, financial, and materials to maximize productivity and reduce costs. Draft and review office budget, policies, requested data reports and analysis, and provide approval for budget or operational documents.</p>
10%	<p><b>Strategic Planning.</b> Facilitate processes to design and document strategic goals, outcomes, and related projects. Oversee the development of project plans aligned with strategic objectives. Collaborate with senior managers to set strategic goals for operational efficiency and increased productivity. Prepare and present policy and operational recommendations toward improvements or efficiencies through memos, decks, reports, and other forms.</p>
5%	<p><b>Partnership and Engagement.</b> Explore and support opportunities for partnerships and engagements with stakeholders and staff. Support the development of new strategies and opportunities for OEPM consistent with Park, state, and public interests. Attend meetings, conferences, and events to address various audiences and relevant issues.</p>
Percentage of Duties	Marginal Functions
5%	<p>Provide support to OEPM leadership on administrative or operational matters or special projects. Work with OEPM staff to provide support for park wide projects and initiatives. Serve as Department's Ethics Officer, Skelly officer and SLAA monitor, as needed.</p>

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<b>4. WORK ENVIRONMENT</b> (Choose all that apply)	
Standing: Occasionally - activity occurs < 33%	Sitting: Frequently - activity occurs 33% to 66%
Walking: Frequently - activity occurs 33% to 66%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%
Other: May work indoor/outdoor depending on task or event.	
<p><b>In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public with equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.</b></p>	
<p><b>Typical Work Environment:</b>  <input type="checkbox"/> Private Office    <input type="checkbox"/> Cubicle    <input type="checkbox"/> Shop    <input type="checkbox"/> Assigned Area    <input type="checkbox"/> Other:</p>	
<p><b>Telework Status:</b>  <input type="checkbox"/> Office-Based - 0% telework  <input checked="" type="checkbox"/> Office-Centered 20 – 40% telework  <input type="checkbox"/> Remote-Centered 60 – 100% telework</p>	
<p><b>NOTE:</b> If eligible, an approved STD 200 Telework Agreement is required to be submitted to the Telework Coordinator and may require, as a prerequisite, full on-boarding and specific training.</p>	
<b>5. SUPERVISION EXERCISED:</b> (List total per each classification of staff)	
Directly- Two (2) AGPA, One (1) SSA	
<b>6. SIGNATURES</b>	
<p><b>Employee's Acknowledgement:</b>                  My signature below indicates that I have read and understand the duties listed above and certify that I possess the required skills, knowledge, experience, and personal characteristics; including integrity, initiative, dependability, good judgement, ability to work cooperatively with others, and the ability to perform the assigned duties as described above with or without reasonable accommodation*.</p>	
Employee's Name:	
Employee's Signature:	Date:
<p><b>Supervisor's Statement:</b>  <i>I have reviewed the duties and responsibilities of this position with the employee and have provided a copy of the Duty Statement to the employee.</i></p>	
Supervisor's Name:	
Supervisor's Signature:	Date:


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**7. HR USE ONLY**

**HR Approval**

<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines. <input checked="" type="checkbox"/> Exceptional allocation, STD-625 on file.	HR Director Initials	Date Approved
		8/9/24

**Reasonable Accommodation Unit use ONLY** (completed after appointment, if needed)  
*\*If Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit it to Reasonable Accommodation Coordinator.*

List any Reasonable Accommodations made:

**Form Routing:** After signatures are obtained, make 2 copies:

- Provide original to HR for employee's Official Personnel File (OPF)
- Copy to the employee.
- Copy to the supervisor's drop file.