

**DUTY STATEMENT**

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Employee Name:	Current Date: July 2024
Classification: Staff Services Manager I	Position #:673-910-4800-001
Division/Office: Emissions Certification and Compliance Division	CBID: S01
Section: Emissions Certification and Compliance Administrative Section	
Supervisor Name: Robin Lang	Supervisor Classification: CEA

I certify that this duty statement represents an accurate description of the essential functions of this position.	
Supervisor:	Date:

I have read this duty statement and agree that it represents the duties I am assigned.	
Employee:	Date:

**SPECIAL REQUIREMENTS OF POSITION (IF ANY):**

- Designated under Conflict of Interest Code.
- Duties performed may require pre-employment physical.
- Duties performed may require drug testing.
- Duties require participation in the DMV Pull Notice Program.
- Requires the utilization of a 32-pound self-contained breathing apparatus.
- Operates heavy motorized vehicles.
- Requires repetitive movement of heavy objects.
- Works at elevated heights or near fast moving machinery or traffic.
- Performs other duties requiring high physical demand. (Explain below):
- Duties require use of hearing protection and annual hearing examinations.

**SUPERVISION EXERCISED**

<input type="checkbox"/> None	<input type="checkbox"/> Lead Person
<input checked="" type="checkbox"/> Supervisor	<input type="checkbox"/> Team Leader

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FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position **DIRECTLY** supervises: 1 – Associate Governmental Program Analyst, 2 – Staff Services Analyst, 2 – Office Technician (T), 1 – Office Technician (G) (LT)

Total number of positions in Section/Branch/Office for which this position is responsible: 6

FOR LEADPERSONS OR TEAM LEADERS ONLY: N/A

Indicate the number of positions by classification that this position **LEADS:** N/A

MISSION OF SECTION: The Emissions Certification and Compliance Administrative Section (ECCAS) is responsible for the administrative and budgetary aspects of the Emissions Certification and Compliance Division (ECCD). The section provides analytical support services in the areas of personnel, budgets, accounting, contracts, travel, equipment, procurement, space planning, and other functions.

CONCEPT OF POSITION: Under the general direction of the Division Chief (DC), the Staff Services Manager I (SSM I) oversees the Administrative Section of CARB’s Emissions Compliance and Certification Division. The SSM I exercises a high degree of initiative and independence in this capacity and possesses extensive knowledge of State administrative procedures. The SSM I has primary management oversight for and provides leadership, direction, and supervision to the analytical and clerical classifications within ECCAS. The incumbent provides consultative and technical support to division management as it pertains to various phases of the recruitment and hiring process and ensures compliance with relevant laws, regulations, and policies.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
30% - E	Directs and supervises ECCAS staff in the performance of personnel, budgets, accounting, contracts, travel, equipment, procurement, space planning and other functions. Provides direction and guidance to subordinate staff regarding ongoing assignments and daily work activities to ensure deadlines are met. Delegates responsibility to staff to facilitate timely completion of work. Plan, direct implement, evaluate, and control the division’s administrative program in consultation with the DC and Assistant Division Chief (ADC). Provides ongoing recommendations to the DC/ADC on long-range administrative planning. Work closely with CARB’s Administration Services Division and Office of Information Services Division to support administrative and IT needs.
20% - E	Counsels and advises managers and supervisors on recruitment and hiring, performance appraisals, probations reports, disciplinary matters, and various administrative matters. Provides guidance and interpretation of various laws, regulations, rules, and serves as a resource for division managers and supervisors. Provides review and recommendation on disciplinary documentation. Reviews and recommends solutions regarding discipline and other employee issues to the DC and the ADC.

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15% - E	Provides policy guidance to the DC/ADC on various administrative areas such as personnel management, organizational structure, and labor relations. Develops, authors, and updates division policies, procedures, and guidance material as it pertains to administrative functions. Ensures procedures are clear, concise, and accurate.
15% - E	Promotes a positive, productive, and supportive team environment. Coaches, develops, directs, and evaluates subordinate administrative staff; assigns workload and special projects to staff and evaluates and reviews the completed product for accuracy and adequacy; develops the analytical and decision-making skills of subordinate staff through discussion and critique. Provides leadership, while arranging and approving training and development opportunities for staff to increase knowledge base and encourage upward mobility. Utilizes effective communication strategies and performance management techniques in providing staff feedback; counsels staff as needed.
10% - E	Serves as a subject matter expert on process improvement for ECCAS. Independently evaluates workflow processes to improve accountability, operational efficiencies, and the customer experience. Employs a variety of techniques to evaluate workflow processes. Prepares work plans specific to process improvement projects. Leads and participates in teams consisting of subject matter experts and end-users to evaluate workflows, and policies and procedures, that guide and support specific processes.
5% - E	Review work and evaluate staff performance by completing probationary reports, annual performance appraisals and individual development plans to ensure performance expectations are met. Completes personnel action documentation and conducts hiring interviews to maintain adequate staffing levels and facilitate the recruitment process. Review and approve administrative requests from staff including leave, travel, and training in a timely and appropriate manner and consistent with policy.
5% - M	Implement and complete special projects as assigned, depending on division needs and priorities. Performs other ad-hoc assignments as needed. Attends weekly Division meetings, weekly check-in meetings, and other required meetings and trainings as necessary.