

DUTY STATEMENT

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Employee Name: Vacant	Current Date: July 2024
Classification: Staff Services Manager I	Position #: 673-820-4800-011
Division/Office: Fiscal Services Division (FSD)	CBID: S01
Section: Administrative Analysis Unit (AAU)	
Supervisor Name: Irene Leung	Supervisor Classification: Fiscal Services Division Chief

I certify that this duty statement accurately describes the essential functions of this position.	
Supervisor:	Date:

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

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- Designated under Conflict-of-Interest Code.
- Duties performed may require pre-employment physicals.
- 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 the 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: 3

Total number of positions in Section/Branch/Office for which this position is responsible: 3

FOR LEAD PERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position LEADS: 3

MISSION OF SECTION: The mission of the Fiscal Services Division (FSD) Administrative Analysis Unit (AAU) is to provide timely -and- customer service-based administrative and procedural advice, service, and support needed for the California Air Resources Board (CARB) management and staff to meet their mission successfully. In addition, FSD provides this policy advice and support to the Office of the Secretary, California Environmental Protection Agency (CalEPA) for its employees, as well as general administrative advice and counsel for CalEPA's broad issues affecting all the other Boards, Departments, and Offices (BDO's).

CONCEPT OF POSITION: Under the direction of the Division Chief of Fiscal Services, the Staff Services Manager I (Supervisor) supervise and manage the Administrative Analysis Unit, responsible for planning and implementing FSD's administrative priorities, strategic initiatives, policies, and procedures.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
40%-E	<p>In support of the Fiscal Services Division, the Staff Services Manager I (Supervisor) is responsible for the day-to-day administrative operations and supervision of the Administrative Analysis Unit (AAU). The SSMI would schedule work assignments and oversee performance reviews and probation reports for administrative staff. On behalf of the FSD Chief, manages complex and highly sensitive cross-divisional and cross-organizational collaboration and projects. Serves as an intermediary to CARB divisions, executive office, and internal and external stakeholders.</p> <p>Coordinate work product deliverables and manage activities related to the planning and implementing of administrative programs, strategic initiatives, enterprise-wide policies and procedures, performance metrics, and process improvement. Work with FSD management and lead teams/staff on assigned administrative activities. Coordinate work assignments with FSD teams to produce deliverables and improve administrative processes and customer service.</p> <p>Advise the FSD Chief and consult with management on complex and sensitive administrative issues and the interpretation and application of relevant policies, laws, and regulations.</p>
30%-E	<p>Manage special projects; coordinate and review research, analysis, studies, and surveys; and develop administrative policies and procedures. Establish and implement the division's administrative processes and protocols; develop project plans and advise on scopes of projects. Work closely with</p>

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	<p>FSD management on the deliverables related to data collection and compilation, background research, streamlining processes, and recommending courses of action. Work directly with organizational programs and administrative support management to ensure CARB adheres to and conforms to control agencies' policies and procedures. Work with applicable experts and management staff to determine appropriate solutions, propose alternatives, and recommend courses of action.</p>
25%-E	<p>Manage and coordinate the planning and implementation of FSD's administrative priorities, strategic initiatives, policies, and procedures.</p> <p>Establish and maintain awareness of strategic goals at all levels within the organization. Based on the strategic priorities, frequently interact with the organization's high-level management and internal and external stakeholders. Coordinate with the FSD Branches and CARB Divisions on necessary work to develop action plans, draft project management scoping documents, and monitor long-term and short-term special projects for the FSD in program development and administration.</p> <p>Oversee the review, development, composition, and administration of the FSD newsletter, proposals, justifications, policies, and procedures to ensure they comply with all applicable statutes, regulations, and best practices.</p>
5%-M	<p>Represent the Fiscal Services Division Chief at meetings. Perform other job-related duties as assigned.</p>