

DUTY STATEMENT

CURRENT

PROPOSED

RPA Number: 25-EXEC-133	Classification Title: Career Executive Assignment (CEA) B	Position Number: 810-850-7500-001
Incumbent Name:	Working Title: Deputy Director	Effective Date:
Tenure: Non-Tenured	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Office of Administrative Services	Section/Unit:	Reporting Location: Headquarters
Supervisor's Name: Craig Scholer	Supervisor's Classification: Chief Deputy Director	CBID: M01
Confidential Designation: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Designated Position for Conflict of Interest: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Position Telework Eligible: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Supervision Exercised: <input type="checkbox"/> None <input type="checkbox"/> Lead <input checked="" type="checkbox"/> Managerial <input type="checkbox"/> Supervisory		

Human Resources Use Only:

HR Analyst Approval

HR Analyst Name	HR Analyst Signature	Date
Katie Elizalde	<i>Katie Elizalde</i>	11/22/2024

General Statement

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and adhere to department policies and procedures regarding attendance, leave, and conduct.

Equity Statement

The Department of Toxic Substances Control (DTSC) values diversity, equity, and inclusion throughout the organization. We foster an environment where employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees is essential to inspiring innovative solutions. Together we further our mission to protect California's people and environment from harmful effects of toxic substances by restoring contaminated resources, enforcing hazardous waste laws, reducing hazardous waste generation, and encouraging the manufacture of chemically safer products.

Position Description

As a member of the executive leadership team and under the administrative direction of the Chief Deputy Director, the Deputy Director of the Office of Administrative Services has executive leadership responsibility for the overall policy development and management of DTSC Administration programs.

The Deputy Director is responsible for providing leadership and management to the Human Resources, Business Services, Health and Safety, and Regional Administration programs. Specific duties include, but are not limited to:

Essential Functions (Including percentage of time):

35%	<p>Policy Development and Support Develops and implements policies, guidelines, and standards for DTSC's Administration program to include Human Resources, Business Services, Health and Safety, and Regional Administration. Provides support on a variety of complex personnel, business services, and health and safety support functions; and acts as representative on behalf of DTSC on issues before the California Environmental Protection Agency (Cal/EPA), Department of General Services (DGS), Department of Justice (DOJ), State Personnel Board (SPB), Department of Human Resources (CalHR), Division of Occupational Safety and Health (Cal OSHA), and other entities. Participates in the DTSC Executive Team and participates with the Director, Chief Deputy Director, Deputy Directors and Assistant Directors in the development of major Department policies. Consults with and advises Executive Staff regarding sensitive and complex issues of significant policy and program impact; and advises on the inter-relationship of program and administrative policies. Develops and implements administrative policies and procedures; and recommends to the Director and Executive Staff the formulation of new or revised policies and procedures.</p>
25%	<p>Program Administration Develops the short and long term strategic direction and establishes Program Level Action Plans that includes the Department's goals, strategic objectives, strategies, and performance measures. Works with deputy directors and division chiefs to ensure effective use of resources and monitors performance of administrative activities throughout DTSC. Provides consistent interpretation, guidance and direction to Executive Staff, division chiefs, branch chiefs and unit supervisors on administrative policies and procedures. Gains the confidence and support of top level administrators and advises them on a wide range of administrative matters. Establishes and maintains primary contacts with State control agencies, legislative committees, consultants, managers of DTSC's administrative functions, federal government representatives, and regulated industry and external contractors. Represents the needs and interests of DTSC's administrative priorities. Organizes, interprets, and directs the work of multidisciplinary professional and administrative staff; and analyzes administrative policies, organization, procedures and practices to ensure achievement of DTSC goals and objectives.</p>
25%	<p>Program Coordination Plans, organizes, and directs deputy directors, division chiefs and other program supervisors under the authority of the Director or the Chief Deputy Director in the implementation of Department-wide initiatives concerning administrative issues. Represents the DTSC on high level policy and sensitive issues on behalf of the Director and Cal/EPA as directed. Routinely represents Department policy and leads interaction with a variety of external stakeholders in business, industry, environmental groups, academia other federal, state and local government agencies and at public events.</p>
10%	<p>Personnel Management Plans, organizes, directs, and provides executive review of the work performed in the Administrative Services program. Recruits, hires, trains, develops, and provides leadership to staff. Develops and maintains a positive work environment conducive to employee success. Complies with state and federal laws, rules, regulations, bargaining unit contracts and policies in all personnel practices, including, but not limited to: hiring, employee development, and management. Identifies appropriate long-range plans and goals to address succession planning and knowledge transfer.</p>

Marginal Functions (Including percentage of time):

5%	<p>Administrative Duties Performs administrative duties including, but not limited to: completes DTSC's automated Daily Log and Time Reporting System to record all work and leave time, charges the time to the</p>
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appropriate Program Cost Account (PCA) Code, and provides descriptions of activities performed; submits a time sheet to his/her supervisor at the end of each pay period; provides leadership and facilitates program to program meetings, Department meetings; and statewide ad hoc meetings; attends scheduled or mandatory trainings; and adheres to all DTSC policies.

Administrative Responsibilities for Supervisors and Managers:

The Deputy Director performs the full range of supervisory and management duties, including but not limited to: interprets and adheres to state and federal laws, rules, regulations, bargaining unit contracts and policies in all personnel practices; provides direction and guidance regarding work assignments and daily work activities to ensure timely completion of assignments; reviews work and evaluates performance of staff by providing regular feedback and completing timely probationary reports, annual performance appraisals, and individual development plans; monitors employee performance and, if necessary, utilizes progressive discipline principles and procedures; completes personnel documentation and utilize competitive hiring process; approves or denies administrative requests including leave, overtime, travel, and training.

Actions and Consequences:

Failure to perform the duties of the Deputy Director will have a direct impact on the critical operational functions of the Department. The Deputy Director is responsible for the overall policies, direction setting, and priority establishment for the development, management and administration of the Administration programs. Expert advice to top management is essential to avoid errors that could expose the Department to criticism from the Legislature and seriously restrict the operating capacity and flexibility of the Department. Failure to effectively perform the duties of the position could result not meeting executive and branch deadlines, resulting in potential negative fiscal, public relations, and policy impacts; and potential risk to the public health and the environment.

Typical Working Conditions:

The Deputy Director may be required to sit for long periods of time using a keyboard and video display terminal. The Deputy Director should be able to quickly adapt behavior and work methods in response to new information/priorities, and unexpected obstacles; multi-task; effectively interact with many levels of people in a cooperative manner; be decisive; take appropriate actions; and complete tasks or projects with a short notice. The Deputy Director should be able to deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity. The Deputy Director has contact with a large number of DTSC managers and staff at all levels; state and federal agencies, local government representatives; academia; the media; other stakeholders; and the public either in person or via e-mail/telephone.

The Deputy Director shall act in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public services; develop new insights into situations and apply innovative solutions to make organizational improvements; create a work environment that encourages creative thinking and innovation; be willing to take risks and initiate actions that involve a deliberate risk to achieve a recognized benefit or advantage; and value and emulate diversity, equity, and inclusion and other individual differences in the workplace. Occasional overnight travel is required.

Special Requirements of Position (Check all that apply):

- Duties performed may require pre-employment and/ or routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
- Duties require participation in the DMV Pull Notice Program.
- Performs other duties requiring high physical demand. (Explain below)
- Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
- Other (Explain below)

Explanation:

The Deputy Director must have the ability to handle sensitive and confidential materials/matters; establish cooperative working relationships, and effectively communicate with staff at all levels both within and outside DTSC to complete work assignments. The Deputy Director must also understand the different functions of DTSC and other State and local agencies and how they relate to each other; reason logically, analyze information to reach accurate and defensible conclusions and resolve complex problems, and clearly communicate those conclusions; and understand and apply DTSC's Equal Employment Opportunity policies and procedures. Additional expectations include the ability to:

- Demonstrate a commitment to perform duties consistent with DTSC’s mission, vision, and core values.
- Demonstrate a commitment to the equal employment opportunity program and maintain a work environment free from discrimination and sexual harassment.
- Adhere to all DTSC and state policies and procedures.
- Demonstrate a commitment to represent DTSC in an ethical manner and with respect, professionalism, and integrity.
- Willingness to take calculated risks and embrace new challenges with passion and energy.
- Demonstrate ability to identify resources and allocate them effectively.
- Ability to plan strategically, set realistic goals, and measure performance outcomes.
- Ability to develop strong partnerships and collaborate across all DTSC programs as well as the Board, Departments, and Offices under CalEPA to identify best practice solutions.
- Ability to communicate effectively, orally and in writing, with representatives from all levels of government, the public, Legislative, and Executive Branch.
- Possess essential personal qualifications, including integrity, initiative, dependability, good judgement, accountability for self and entire team, and the ability to work cooperatively with others.
- Ability to proactively and creatively problem solve and facilitate effective coalition building.
- Represent the Department effectively before the Legislature, control agencies, local governments and other state agencies on policy level issues and develop cooperative working relationships with representatives from all levels of state government and stakeholders.

Supervisor Statement

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Supervisor Name	Supervisor Signature	Date

Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

**A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Do you need a reasonable accommodation to perform the essential functions of this position?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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Employee Name	Employee Signature	Date