

DUTY STATEMENT

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Employee Name: TBD	Current Date: TBD
Classification: Staff Services Manager I	Position #: 673-110-4800-006
Division/Office: Executive Office	CBID: S01
Section: Administrative Analysis Unit (AAU)	
Supervisor Name: Tracy Jensen	Supervisor Classification: Staff Services Manager II

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 (AGPA), 2 Staff Services Analyst (SSA), 1 Administrative Assistant II (AA II), and 4 Administrative Assistant I (AA I)

Total number of positions in Section/Branch/Office for which this position is responsible: 8

FOR LEADPERSONS OR TEAM LEADERS ONLY:

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

MISSION OF SECTION: The California Air Resources Board's (CARB) mission is to promote and protect public health, welfare, and ecological resources through the effective and efficient reduction of air pollutants while recognizing and considering the effects on the economy of the State. In support of this mission, the Executive Office (EO) is responsible for planning, organizing, and directing the activities of CARB, the Divisions within CARB, and the staff within those divisions. The Executive Office works closely with the Chair's Office and Board members, the California Environmental Protection Agency, the Governor's Office, other state agencies, the Legislature, and external stakeholders to carry out the mission of CARB.

The Administrative Analysis Section (AAU) is the centralized location for administrative and analytical functions within EO. AAU provides analytical support for the division's budget, contracts, personnel, procurement, record management and retention, business services, and special projects as well as critical administrative and secretarial support for the Executive team (one Executive Officer, one Principal Deputy Executive Officer, one Chief Counsel, and five Sacramento-based Deputy Executive Officers).

CONCEPT OF POSITION: Under the overall direction of the Deputy Executive Officer of Internal Operations (CEA B) and the immediate direction of the Staff Service Manager II, the Staff Services Manager I (SSM I) exercises a high degree of initiative and is responsible for directing and managing the daily operations of AAU to provide support to the Executive team as well as directing AAU staff responsible for managing EO contracts, overseeing EO's budget, and preparing personnel actions including EO recruitments.

The SSM I must: be able to communicate clearly and effectively with CARB leadership, CARB staff, stakeholders, the public, and other State and local agencies; have excellent judgment and decision-making skills; exercise creativity and flexibility in problem solving; manage time and resources effectively to complete assignments on time; adhere to departmental policies and procedures regarding attendance, leave, and conduct; and be attentive and responsive to CARB management needs and CARB staff.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
40%-E	Directs and supervises AAU staff responsible for providing administrative support to the Executive team (one Executive Officer, one Principal Deputy Executive Officer, one Chief Counsel, and five Sacramento-based Deputy Executive Officers). AAU administrative support staff manage calendars;

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	<p>coordinate meetings; coordinate travel; process and maintain travel expense claims; ensure accurate processing and distribution of all incoming/outgoing mail; greet visitors; review, analyze, prioritize, track, and monitor incoming and outgoing assignments and correspondence for the Executive team to ensure responses are accurate, timely, and complete as well as ensure correspondence for dissemination complies with all established CARB policies and required formats.</p> <p>Directs and supervises AAU staff responsible for maintaining, tracking, and managing EO contracts, including scope of work, contract documentation, invoice approval/payment and dispute resolution.</p> <p>Directs and supervises AAU staff responsible for managing, tracking, and auditing the Division's budget line-item allocations as they relate to contracts, procurement, travel, training, temporary help, overtime, and other budget-related items</p> <p>Directs and supervises AAU staff responsible for personnel transactions; EO hiring procedures including Request of Personnel Action (RPA), Competitive Rating Reports, vacancy management, position control, Budget Change proposals, recruitment, onboarding, separation, and organizational charts.</p>
<p>35%-E</p>	<p>Directs and manages AAU workload by assigning tasks and responsibilities to staff, tracking assignments, and monitor assignment progress to ensure expectations and deadlines are met.</p> <p>Performs supervisory responsibilities including staff scheduling, unit coverage, and reviewing and approving leave requests. Responsible for mentoring and training AAU staff, completing probation reports and annual performance appraisals in compliance with laws, regulations, and departmental policy.</p> <p>Participates in and oversees special projects. Prepares and reviews various administrative reports for submission to executive level management.</p> <p>Performs and coordinates the review of EO administrative policies and practices. Responsibilities include the evaluation and effectiveness of current policies and procedures and making recommendations for improvements and/or implementation of new policies and procedures.</p> <p>Drafts various letters, memorandums, and other communication for executive level management review and signature as needed.</p>
<p>20%-E</p>	<p>Provides guidance and expertise to AAU staff on record management and retention, inventory and ordering of supplies, coordinating and scheduling travel, processing travel expense claims, and coordinating drafting and submitting requests associated with space planning and facilities maintenance.</p> <p>Develops and maintains unit resources and tools such as assignment tracking systems, desk manuals, and guidance documents.</p>

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5%-M	<p>Coordinates Board-wide assignments as requested by the Executive level management. Assists in the facilitation of CARB All Hands meetings virtually and in person and may assist at Board meetings managing front desk with AAU staff.</p> <p>Travel as needed to participate in Board meetings and/or CARB All Hands.</p> <p>Perform other job-related duties as assigned and necessary for operational continuity.</p>
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