

DUTY STATEMENT

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Employee Name: TBD	Current Date: TBD
Classification: Staff Services Manager I	Position #: 673-110-4800-001
Division/Office: Executive Office/ Internal Operations	CBID: S01
Section: Board Administration and Regulatory Coordination Unit (BARCU)	
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:
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I have read this duty statement and agree that it represents the duties I am assigned.

Employee:	Date:
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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

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises: 6 Analysts (5 AGPAs and 1 SSA)

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

FOR LEADPERSONS OR TEAM LEADERS ONLY:

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

MISSION OF SECTION: The Board Administration & Regulatory Coordination Unit (BARCU) is primarily responsible for overseeing the administration of Board Hearings and their operation in conformance with regulatory requirements and Board policies and procedures. The BARCU Unit ensures that all items presented to the Board meet statutory requirements and all Board regulatory activities are in compliance with the requirements of the Administrative Procedure Act (APA). Decisiveness, discretion, attention to detail, communication with the public and thorough handling of all public records is necessary to ensure that Board policy has been properly announced and that there has been full compliance with all substantive and procedural requirements.

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 supervises the BARCU staff and is responsible for directing and overseeing the operations of the BARCU Unit.

The SSM I plans, organizes, and directs the activities of five analysts. The SSM I, with minimal supervision, supervises the Board's policies and procedures to ensure the Board's regulatory process complies with the requirements of the APA. In this capacity, the SSM I is broadly involved in and manages activities agency-wide to support the administrative development process for about 12 to 15 proposed regulations each year, including the most complex, difficult, and controversial programs addressing air pollution and climate change.

The SSM I provides overall leadership, coordination, and management oversight for the BARCU staff. The SSM I also works with Executive Office management, divisions' management, and program staff to identify the need for new or revised procedures for rulemaking and non-rulemaking activities including analyzing, identifying, and recommending alternatives and strategies for policy or procedural changes.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
30%-E	Supervise, manage, and direct a team of six analysts. This includes: training, and evaluating the team, using probationary reports, annual appraisals, and development plans according to established State and Board requirements; monitoring staff performance; overseeing and assessing team member training and development needs; providing guidance, training, coaching, resources, and the necessary tools to successfully complete their tasks; monitoring employee attendance and approving leave requests; and when appropriate, taking corrective action and utilizing the progressive discipline process. Ensure timely and appropriate personnel actions are taken that conform to State administrative procedures and standards. Review and approve travel requests and travel expense claims, work plans, and training requests, including individual development plans.

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25%-E	<p>Manage and direct the agency's administrative process for proposals brought by program staff to the Board at public hearings, including proposed regulations and other non-regulatory proposals. Supervise and coordinate the work of two regulations coordinators, who are responsible for ensuring the regulatory process adheres to the legal requirements of the Administrative Procedures Act (APA) and the procedures administered by the Office of Administrative Law (OAL). This includes ensuring the process conforms to any other applicable procedural requirements in the Health and Safety Code, the federal Clean Air Act, and any other applicable statutes and regulations. Provide guidance to CARB program staff and CARB attorneys on strategic planning for the administrative process needed to carry out the Board's rulemaking goals. Coordinate the research and preparation of responses to questions from OAL, Department of Finance (DOF), and the California Environmental Protection Agency (CalEPA) during the rulemaking process.</p> <p>Develop the rulemaking activity calendar and Board hearing logistics. Advise the SSM II and executive management on the statutory timelines for rulemaking and any other Board material preparation issues or concerns. Keep the SSM II and Chief Counsel timely informed of any OAL, DOF, and CalEPA of rulemaking concerns or issues. Work closely with upper management on sensitive issues related to the regulatory process and public hearings, including advice on potential procedural issues, problem solving, and recommending solutions. Stay current with changing legal requirements affecting BARCU or Board processes, work with attorneys to review the impacts of new legal requirements and provide recommendations on any needed changes to program management and staff. Consult with DOF, OAL, and other appropriate agencies, as necessary, to ensure the Board's process meets any new legal requirements.</p>
20%-E	<p>Manage and direct the activities of the Board Clerks. This includes overseeing all logistics for Board hearings, ensuring compliance with the Bagley-Keene Open Meeting Act for regular and special meetings and closed sessions, ensuring Board members have all documents necessary for consideration of regulatory (and non-regulatory) Board ite.</p> <p>Manage and direct the activities of the Board Member Liaison. This includes overseeing CARB Board Member preparation and participation at CARB Board meetings; high-level administrative and technical support to the 16-member Board, including written correspondence, arrangements for speeches, conferences, public appearances, chairing or serving on various committees of the Board, and managing Board member complex daily activities/meetings that arise during the course of CARB's regulatory process.</p> <p>Manage contracts needed for administration of Board hearings including, court reporting services, language translators, webcast services, and California Highway Patrol services. Coordinate work with vendors including overseeing the scope of work, specifications, and budget.</p>

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15%-E	<p>Manage and direct training to all CARB employees, including employees in Southern California, on the rulemaking requirements and process managed by BARCU. Develop instructional plans, training and guidance materials on the rulemaking requirements and process, including any changes in legal requirements and the Board's policies and procedures.</p> <p>Establish and implement procedures to ensure program staff have the information to meet deadlines for Board action.</p>
10%-M	<p>Assist with development and implementation of the CARB's Style and Communications Guide.</p> <p>Travel as needed to participate in Board meetings.</p> <p>Coordinate with the SSM I for the Executive Office Administrative Unit, as needed.</p> <p>Under the direction of the SSM II, perform other related duties as required to fulfill CARB's mission, goals and objectives.</p>