

DUTY STATEMENT

DGS OHR 907 (Rev. 09/2022)

 Current Proposed

RPA NUMBER 27898	DGS OFFICE or CLIENT AGENCY California Arts Council (CAC)	
UNIT NAME Executive	REPORTING LOCATION Sacramento, CA	
SCHEDULE (DAYS / HOURS) 5 days / 40 hours	POSITION NUMBER 352-120-4802-001	CBID M01
CLASS TITLE STAFF SERVICES MANAGER III	WORKING TITLE DEPUTY DIRECTOR	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION Rank and File Supervisor Specialist Office of Administrative Hearings Client Agency

Established by the State of California in 1976, the California Arts Council is a state agency with a mission of strengthening arts, culture, and creative expression as the tools to cultivate a better California for all. Our Vision: A California where all people flourish with universal access to and participation in the arts. Our Mission: Strengthening arts, culture, and creative expression as the tools to cultivate a better California for all.

POSITION CONCEPT

Under the general direction of the Chief Deputy Director (CDD), and indirectly from the Executive Director (ED), the Deputy Director (DD) serves as a key member of the Executive Team providing high-level strategic and policy advice to advance the complex internal operations and functions of the agency.

The DD oversees and is responsible for management of all the internal functions of the agency, serving as the chief financial officer, chief of staff, and chief compliance officer coordinating regulatory, administrative, and business operations. In addition, the DD co-develops and oversees the successful development and implementation of the strategic plan, ways of working, annual work plans, and other core functions as assigned by the Chief Deputy Director and Executive Director.

SPECIAL REQUIREMENTS Conflict of Interest Medical Evaluation Background Evaluation Background Evaluation FTB Office Technician (Typing)

Conflict of Interest

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
30%	<p>Advises the Council, ED and CDD on CAC policy matters and regulations relating to the management of the agency's business units including operations, internet technology, contracting, and reporting. Interprets state laws, rules, regulations, and Council policy.</p> <p>Advises the ED and CDD by making recommendations to program policies and guidelines; reviewing procedures, and ongoing program development to ensure alignment with the Strategic Plan.</p> <p>Advises Council on various assigned committees and attend public council meetings as needed. Develops, formulates, and distributes implementation guidelines relating to state law and Council policy.</p>

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	<p>Responsible for developing, implementing, and monitoring specific components of the CAC strategic plan.</p> <p>May represent the agency and the ED before the Legislature and all state control agencies in matters relating to state government, administrative and program policies, rules and regulations.</p> <p>Prepares reports for the Legislature and state control agencies as required.</p> <p>May oversee core programs in accordance with the agency's strategic framework and policies adopted by the Council.</p> <p>Supports and advises the ED and CDD with emergency disaster response, relief, and recovery efforts.</p>
30%	<p>Operations</p> <p>Oversees daily internal operations in collaboration with the ED, CDD and senior managers.</p> <p>Directly oversees and manages the Operations, IT, and Race & Equity Evaluations Team Managers and direct reports. Plans, organizes, and directs the work of professional and administrative staff that function over operations, accounting, contracts and procurement, information technology (IT), data processing, personnel, and business services activities.</p> <p>Develops, oversees, and leads all staff meetings including agenda setting for appropriate awareness and report out of critical information.</p> <p>Oversees and manages the development, implementation, and improvement of internal processes including but not limited to systems of tracking and monitoring grants and contracts agreements, vendor payments, human resources (e.g., recruitment, new hire onboarding, exits, benefits, reports and evaluations, etc.), calendaring agency-wide external events, filing and retention and other administrative procedures in collaboration with other CAC teams.</p> <p>Manages the development and preparation of grant requests made to the National Endowment for the Arts and other funding sources; supervises the preparation of Interim and Final Descriptive Reports as required.</p> <p>Serves as the agency's Equal Employment Opportunity (EEO) Officer. Manages, administers, and monitors the agency's EEO program, including program and policy development. Serves as the agency's Emergency Coordinator with the responsibility to develop and coordinate the Emergency Action Committee (EAC) and oversee the implementation of the Operational Recovery Plan (ORP) in the case of an emergency.</p> <p>Provides leadership and training to develop staff's skills and knowledge to effectively administer the department's internal operations. Assigns, reviews, and evaluates the work of direct reports.</p>
25%	<p>Budget</p> <p>Manages and directs the analysis of fiscal issues and recommends actions, policies and procedures</p>

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	<p>to the ED, CDD, Council, and other staff on related fiscal, policy, and budgetary issues. Develops and implements improvements and/or effective courses of action.</p> <p>Coordinates, presents, and defends the Governor's Budget for the agency with the Department of Finance (DOF), the Legislative Analyst's Office, and the Legislature. As required, supports the ED and CDD in providing testimony and information to the Legislature during the budget hearing process.</p> <p>Monitors monthly budgetary expenditures and provides periodic budget and expenditure reports as required and/or requested by the ED, CDD and Council (local assistance budget), and/or state control agencies.</p> <p>Serves as the agency's Chief Fiscal Officer (CFO). Plans, administers, and directs the development of the agency's operations and local assistance budgets including program and administrative allotments, and the allocation of state, special and federal funds.</p> <p>Provides leadership and training to develop staff's skills and knowledge to effectively administer the department's budget, manage expenditures, and perform fiscal analysis. Assigns, reviews, and evaluates the work of direct reports.</p> <p>Acts as a budget advisor to the ED, CDD and Council (local assistance budget) on all matters relating to the budget. Recommends and implements policy, plans and procedures to improve the Agency's management of resources.</p>
10%	Represents the agency at state, regional and national conferences, and meetings. When designated, responsible for agency operations in the absence of the ED. Serves as an internal advisor on issues involving regulatory requirements and the arts.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Works to ensure the culture of the agency is positive, inclusive and to ensure racial equity is centered in our programs, daily operations, and workplace culture. Performs other duties as required in alignment with the Staff Services Manager III Class Specifications.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

This position is Hybrid and as an Executive is eligible for telework up to two days a week and required to report to the Sacramento office three days a week; Tuesday-Thursday or as needed/required in accordance with CAC's Telework Policy. The successful candidate must reside in California upon appointment.

-Regular use of standard office equipment, data and communications-related technologies such as personnel computer applications, telecommunications equipment, Internet, voice mail, etc.

-Professional office environment working in standard office configuration, executive offices and cubicles.

-May require 15-20% occasional out-of-state travel and in-state day and/or overnight travel via car, air, and public transit, when permitted under public health guidelines.

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You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed with my supervisor and understand the duties of the position and have received a copy of the duty statement.

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

I have discussed the duties of the position with the employee and certify the duty statement is an accurate description of the essential functions of the position.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED