



Duty Statement

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Delta Protection Commission	Staff Services Manager I	539-101-4800-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Delta Protection Commission	Administrative Services Manager	S01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
	West Sacramento (Yolo)	
STATE HOUSING (Check if applicable)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> State Housing may be required.		Executive Director
POSITION DESCRIPTION		
<p>Under the general direction of the Executive Director, this position functions as the Administrative Services Manager over a complex operation for a small department. Working independently, this position manages the multidisciplinary administrative programs and staff in the areas of Commission Clerk including public meeting management, Human Resources, Procurement and Contracting, Records Management, Communications, Fiscal Services, Facilities, Office support services, and EEO Officer. This position performs at the full supervisory level, responsible for planning, organizing, directing, administering and coaching the work of professional staff with a diverse set of tasks and functions and ensures compliance with Federal, State, and Agency administrative policies and procedures. This position is a subject matter generalist possessing strong analytical skills, supervisory abilities, and personal qualifications who works with the Executive Director to make decisions that relate to the DPC's vision and mission.</p>		
<p>ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.</p>		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
40%	<p>Exercises supervisory responsibility over professional staff engaged in administrative programs performing a variety of critical and/or sensitive activities. Responsible for assuring the effective and efficient daily operations of the organization, the delivery of administrative program services, and compliance with state laws. Working under the Executive Director, responsible for the formulation and implementation of policies and procedures for all administrative functions to ensure compliance with State policies, laws, rules, and regulations.</p> <p>Responsible for Commission Clerk, Facilities, Business services, Budget, Accounting, Human Resources and Communications including: meeting weekly to review their program workload, objectives, and goals; establishing priorities and assign work to be performed; Assures operational efficiencies and customer service objectives are being met. Provides leadership, mentoring and coaching. Prepares annual performance appraisals and probationary reports. Leads by example and promotes staff engagement and development by fostering a positive work environment and an atmosphere where leadership, customer service and innovative thinking flourish. Identifies and resolves wide ranging programmatic issues/problems and formulates goals and objectives. Manages all DPC commission and committee meeting logistics, schedules, agendas, minutes, and related meeting materials per Bagley-Keen Act. Attends Board and Committee meetings.</p> <p>Directly manages and performs daily tasks in Administrative Services functions of Budget, Human Resources, Procurement, Contracting, Records Management, and complex correspondence. Acts as consultant in all administrative related areas and resolves the most complex administrative related problems. Represent the DPC on administrative matters at meetings with various external stakeholders. Serves as the EEO officer. Envision, coordinate, develop and oversee the creation Budget Change Proposals. Establishes and tracks the annual budget. Oversees budgets and fund conditions, including preparation of annual budget documents, and workload statistics. Responds to fiscal inquiries from the Legislature, Department of Finance, the federal government and CNRA. Approves all fiscal expenditures</p>	



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	and redirection of funds. Oversees personnel related functions and is the DPC Liaison for all CalHR and HR programs. Leads recruitment and onboarding efforts. Maintains knowledge of personnel practices and elevates sensitive personnel related issues as appropriate. Identifies purchasing and contract needs and ensures they are conducted timely.	
40%	Assists the Executive Director to implement DPC's mission, goals, and objectives as it relates to DPC's staff/administrative services. Interpret and apply policies, laws, rules, and regulations and advise staff on the most highly technical and sensitive issues. Develop, modify, implement, and maintain policies, processes, procedures, and strategies necessary to carry out the goals and objectives of the Commission programs and ensures efficient operations and collaborative problem solving and decision making. Facilitate work with programs and administrative staff to support program operations, projects, and needs. Serve on and/or lead various committees and work groups as it relates to staff services programs. Attend leadership and mandatory training.	
15%	Advise Executive Director regarding best practices, policies, strategic planning, laws, rules, and regulations as it relates to staff services. Responds to sensitive administrative and program inquiries and issues. Effectively resolve a broad range of governmental and managerial problems, oversee all program compliance efforts including reviews, reports, plans, makes recommendations and implements improvements, including periodic and annual reporting to control agencies such as the State Controller's Office, Department of Finance, and the Department of General Services.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
TYPICAL WORKING CONDITIONS		
The duties of this position are primarily performed inside. This position requires prolonged sitting, and use of the telephone, personal computer, and copier. May be required to push, pull, or lift equipment and supplies weighing up to 25 lbs. or supervise their transport. Travel to remote areas of the Sacramento-San Joaquin Delta is required. Regular evening and weekend work is required. This position is eligible for telework, subject to State law and guidelines. Must maintain regular, consistent, and predictable attendance.		
TELEWORK DESIGNATION:		
This position is designated as telework eligible-remote centered and will be required to be in the office at least 2 days per week.		
SPECIAL REQUIREMENTS:		
<p>The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.</p>		
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 WITH A COPY OF THIS DUTY STATEMENT.		
SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE
EMPLOYEE STATEMENT:		
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		



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EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE