

Department of Consumer Affairs

Exempt Position Duty Statement

HR-041E (new 1/2015)

Exempt Employee's Name	
Classification Title Deputy Director, Board and Bureau Relations	Office/Unit/Section Executive Office
Exempt Level / Salary Range H / \$12,042 - \$13,414	Geographic Location Sacramento
Position Number 610-100-0686-001	Effective Date of Appointment

General Statement: Under the administrative direction of the Director and Chief Deputy Director, this position serves as the department's primary administrator and policy advisor concerning the department's various boards and bureaus. The Deputy Director, Board and Bureau Relations, directs and leads an executive-level team, including the Assistant Deputy Director, Board and Bureau Relations, that provides oversight to the boards and bureaus within the department. Duties include, but are not limited to:

Specific Assignments [Essential (E)/Marginal (M) Functions]:

35% (E) Board/Bureau Liaison, Support, and Oversight – Reviews all agendas, materials, and minutes published by the department's various boards and bureau advisory committees to identify significant policy issues and elevates timely. Coordinates with assigned Legal personnel as appropriate and serves as liaison with internal entities on special agenda item requests. Attends board meetings and bureau advisory body meetings throughout the state on behalf of the Director to provide verbal, or written, presentations regarding matters and policies related to the department. Provides assistance during the meetings by giving input from the department's perspective on the issues before the board/bureau.

Develops and provides meeting reports, including identification of significant issues and policies to department executive staff, Business, Consumer Services, and Housing Agency, and the Governor's Office to determine whether further input or policy recommendations should be provided to the board/bureau or made across all the department. Responsible for onboarding and offboarding coordination of board and bureau leadership, including training.

Provides counsel to boards and bureaus in the preparation of strategic plans, sunset review, and other legislative reports on an "as-needed" basis to ensure timely and coordinated responses by the boards and bureaus. Acts as a liaison between the boards/bureaus and the programs within the department to resolve issues that arise regarding services provided by the department. Elevates issues accordingly and seeks timely resolution.

Supervises and facilitates communication among the Bureau Chiefs and other managers in the implementation of the strategic, programmatic, and regulatory direction of the department. In conjunction with the Chief Deputy Director, provides oversight and policy leadership to Bureau Chiefs on sensitive and complex policy issues. Implements policy among the Bureau Chiefs and works with the various boards to facilitate compliance with departmental and administration policies, procedures, and goals.

- 20% (E)** Board Member Liaison – In coordination with the Governor’s Appointments Office, interviews candidates for appointments and reappointments to boards and mandated advisory committees. Monitors appointments to ensure timelines are met for reappointment. Assists in the preparation and completion of the Senate confirmation process for specific appointments. Provides quarterly mandated training to appointees on the roles and functions of a board/advisory committee member. Provides annual training to board/bureau presidents/chairs on their roles and functions. Acts as a liaison between the appointed members and the department/Governor’s Office, answering questions and providing assistance when needed. Monitors board member required trainings to ensure continuous compliance.
- 15% (E)** Policy Oversight and Development – Reviews, analyzes, and makes recommendations to the Director and Chief Deputy Director concerning viable improvements to the department’s policies and operations. Continually explores opportunities for establishing greater consumer protection and accountability of the department’s regulatory boards/bureaus. Makes recommendations on public affairs/media strategies. Identifies trends that the department can communicate with boards, bureaus, and stakeholders.
- 10% (E)** Supervises the activities of the Board and Bureau Relations staff. Plans, assigns, monitors, reviews, and evaluates staff work. Ensures the activities of the Board and Bureau Relations meet the mission and vision of the department.
- 10% (E)** Provides guidance and advice on legislative issues, at the Director’s request, on proposed and pending legislation affecting the boards and bureaus within the department. Reviews, analyzes, and makes recommendations on regulations proposed by the boards and bureaus of the department. Prepares position and issue papers and makes recommendations to the Director and Chief Deputy Director on the adoption of policies/procedures.
- 5% (E)** Represents the department in its interactions with appropriate external stakeholders.
- 5% (E)** As a member of the department’s Executive Management Team, participates in the development and implementation of the department’s Strategic Plan.

Oversees and ensures implementation of Strategic Plan objectives as it relates to DCA's Board and Bureau Relations operations.

B. **Supervision Received**

The Deputy Director, Board and Bureau Relations, serves under the administrative direction of the Director and Chief Deputy Director, and at the pleasure of the Governor.

C. **Supervision Exercised**

The Deputy Director, Board and Bureau Relations, has oversight for the department's program operations and supervises a small group of exempt and non-supervisory staff.

D. **Administrative Responsibility**

The Deputy Director, Board and Bureau Relations, provides oversight for the department's administrative and fiscal functions in relation to DCA's program operations.

E. **Personal Contacts**

The Deputy Director, Board and Bureau Relations, has daily contact with the department's Executive Management Team, regular contact with all levels of departmental staff, the Governor's Office, legislators, Agency, the Attorney General's Office, members of the public, and trade and industry groups.

F. **Functional Requirements**

No specific physical requirements are present. The Deputy Director, Board and Bureau Relations, works in an office setting with artificial light and temperature control. Daily access to and use of a personal computer and telephone are essential. Sitting and standing requirements are consistent with office work. This position requires frequent travel including overnight travel by all available transportation methods. As a work week group E employee, the incumbent is required to work, within reason, as many hours as necessary to accomplish their assignments or fulfill their responsibilities. The incumbent is expected to work an average of 40 hours per week and may be required to work specified hours based on the business needs of the office. The incumbent will be required to travel state-wide to attend board/bureau meetings.

G. **Other Information**

This position requires the incumbent to take an Oath of Office prior to appointment.

Additionally, this position is subject to Title 16, section 3830 of the California Code of Regulations, the department's Conflict of Interest Regulations. The incumbent is required to submit a Statement of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1st, and within 30 days of leaving office.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

Employee's Signature

Date

Printed Name, Deputy Director, Board and Bureau Relations

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Director or Designee's Signature

Date

Printed Name, Director