

Department of Consumer Affairs
 Exempt Position Duty Statement
 HR-041E (new 1/2015)

Exempt Employee's Name	
Classification Title Assistant Deputy Director, Board and Bureau Relations	Board / Bureau / Commission / Committee Executive Office
Exempt Level / Salary Range M / \$9,486 - \$10,567	Geographic Location Sacramento
Position Number 610-100-XXXX-001	Effective Date of Appointment

General Statement: Under the administrative direction of the Deputy Director, Board and Bureau Relations, the Assistant Deputy Director, provides assistance to the Deputy Director in the oversight role to the various boards and bureaus within the department. This position is responsible for ensuring effective coordination between the department and the boards and bureaus under the department's purview. Duties include, but are not limited to, the following:

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

20% **(E)** Maintains and monitors a department-wide meeting schedule and calendar for the nearly 40 boards/bureaus under the department. Conducts a thorough review and analysis of meeting notifications and information to ensure compliance with the Bagley-Keene Act and identifies significant issues and policies scheduled to be addressed by the boards/bureaus. Schedules meeting attendance, as well as analysis and report preparation assignments of department executive staff.

Develops and provides meeting reports, including information regarding dates and details of upcoming departmental meetings, trainings, and workshops as well as reminders of legal filing deadlines and training requirements and deadlines to board members, bureau advisory committee members, and executive staff and leadership. Facilitates information sharing between the Deputy Director and the department's boards/bureaus and other state agencies on policy matters impacting consumers.

15% **(E)** Tracks and maintains the department's database on board members and bureau advisory committee members, including contact information, term dates, and training records. Tracks and maintains the department's database of board/bureau executive staff, leadership, and membership. Maintains and updates board/bureau membership information for public access through the department's website. Prepares reports to department executive staff, the Business, Consumer Services and Housing Agency, and the Governor's Office as necessary and upon request.

- 15%** (E) Reviews board/bureau agendas, materials, and minutes published by the department's various boards and advisory bodies to identify significant policy issues. Represents the Deputy Director, Board and Bureau Relations, and the department at public board and bureau advisory committee meetings. Provides briefings and presentations on departmental issues to boards/bureaus and responds to questions from board members, bureau advisory committee members, consumers, and other stakeholders. Communicates departmental policy positions to various boards and bureaus within the department on behalf of the Deputy Director, Board and Bureau Relations, Chief Deputy Director and Director. Such communication may be written form or involve in-person presentations at public board meetings throughout the state.
- 15%** (E) Board and Bureau Legislative Tracking - Reviews, analyzes, and tracks yearly legislation impacting department boards and bureaus. Meets with the boards/bureaus to ensure requirements of the bills are being implemented as mandated. Keeps the Deputy Director, Chief Deputy Director, and Director apprised of the status of implementation. Makes recommendations for appropriate department policy and program changes to address legislative issues.
- 10%** (E) Serves as a subject matter expert on specific board/bureau issues to department executive staff. Responsible for identifying and elevating issues of significant impact to the department to the Deputy Director. Anticipates issues and advises the Deputy Director and other department executive staff on implications of the issues and policies being addressed by the department and its boards and bureaus.
- 5%** (E) At the direction of the Deputy Director, Board and Bureau Relations, reviews, develops, and makes recommendations on policies/procedures affecting consumer programs. Makes recommendations on public affairs/media strategies.
- 10%** (E) Assists the Deputy Director in the preparation, registration, and meeting specifics of the Board Member Orientation Training (BMOT) for the over 300 new and reappointed board members and bureau advisory committee members. Drafts and updates training materials for BMOT and ensures accuracy of all materials. Provides support to the Deputy Director and board members in all areas of BMOT, including open meeting requirements, conflict of interest/ethics laws, and the roles and authority of the boards and their members.

- 5% (E) Completes special assignments at the direction of the Deputy Director, and/or DCA Executive Office. Executes projects that support the completion of ongoing strategic objectives of the department.
- 5% (E) Provides consultation 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. Performs other duties as determined by the Deputy Director, Board and Bureau Relations, Chief Deputy Director and/or Director.

B. Supervision Received

The Assistant Deputy Director, Board and Bureau Relations serves under the administrative direction of the Deputy Director, Board and Bureau Relations, and at the pleasure of the Governor. The Assistant Deputy Director may receive assignments or direction from the Chief Deputy Director and/or Director.

C. Supervision Exercised

None

D. Administrative Responsibility

The Assistant Deputy Director, of Board and Bureau Relations provides guidance for the department's boards and bureaus.

E. Personal Contacts

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

F. Functional Requirements

No specific physical requirements are present. The Assistant 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 by all available transportation methods. As a Work Week Group (WWG) 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 also requires the incumbent to take an Oath of Office prior to appointment.

Additionally, this position is subject to the Department of Consumer Affairs' Conflict of Interest Code (16 CCR § 3830) and the incumbent must file a Statement of Economic Interests Form upon appointment, annually, and upon separation.

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 Signature Date

Printed Name, Title

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

Supervisor Signature Date

Printed Name, Title