|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Form **DS M-1**  State of California  Secretary of State | | | **Duty Statement**  **Manager (Excluded)** | | | | | | | **Proposed** (Submit to HR for Review)  **Final** |
| **Print or type.**  See Specific Instructions on page 2. | 1. Current Position Number   785-300-4802-001 | | | 1. Probationary Period   12 month-Probationary Period | | | | |  | |
| 1. Incumbent Name | | | 1. Classification/Job Title   Staff Services Manager III  Assistant Chief of Archives | | | | | 1. Effective Date | |
| 1. Unit, Section, Division   Archives | | | | | | 1. Location   Sacramento  Los Angeles | | | |
| 1. Name of Immediate Supervisor/Manager   Tamara Martin | | | | | 1. Classification/Title of Immediate Supervisor/Manager   C.E.A. B/Chief of Archives | | | | |
| 1. CBID   S01 | | | 1. Time Base   Full Time  Part Time  Other | | | | 1. Tenure   Permanent  Permanent Intermittent  Limited Term  Intermittent  Other | | |
| 1. Work Schedule   Monday – Friday | | | 1. Work Hours   8:00 am – 5:00 pm | | | | 1. Work Week Group   E | | |
|  | 1. Background Check Required   Yes  No | | | | 1. Job Requires Driving Automobile   Yes  No | | | 1. Certification Required   Yes Click here to enter text.  No | | |
| Section II | | **JOB DESCRIPTION** | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DESCRIBE THE ORIGINAL SETTING AND MAJOR FUNCTIONS**  Under the general direction of the Chief of the Archives Division (State Archivist), the incumbent serves as the Deputy State Archivist and is responsible for a variety of administrative, managerial, and supervisory duties in support of the Division’s mission. The incumbent will manage the day-to-day operations of the Administrative and Budget Unit and will serve as the Deputy Coordinator for the California Historic Records Advisory Board. The incumbent will directly oversee three Staff Services Manager Is, in addition to one Associate Governmental Program Analyst, one Office Technician, and multiple student assistants. The incumbent will be indirectly responsible for the program activities of the Records Management and Appraisal Unit, Collections Management Unit, and Research Services Unit.  This position will oversee large-scale initiatives to streamline and automate public services; coordinate grant funded projects and services; implement new technologies to broaden public access to the State Archives’ collection; oversee the execution of contracts, procurement, and statements of work; manage special event planning and facilitation; and coordinate division-wide training, teambuilding, and employee recognition. The incumbent will assist with the development, dissemination, and ongoing administration of division policy, procedures, and programs; implementation of the mission and goals of the division; drafting budget proposals, Statewide Leadership Accountability Act reporting, and legislative analysis; and ensuring the effective and efficient use of Division resources. The position will also work closely with the State Archivist on public outreach and communications strategies, partnership development, legislation, expanding online access to the State Archives’ historic records and services, and setting division priorities.  **ESSENTIAL FUNCTIONS \***   |  |  |  | | --- | --- | --- | | 40% |  | Administration  Plan, organize, direct, implement and evaluate all activities of the Administrative and Budget Unit, which provides critical services that support the Division’s mission and objectives. Oversee large-scale initiatives to streamline and automate public services; coordinate grant funded projects and services; implement new technologies to broaden public access to the State Archives’ collection; oversee the execution of contracts, procurement, and statements of work; manage special event planning and facilitation; and coordinate division-wide training, teambuilding, and employee recognition. Provide indirect oversight of Division public services such as research, duplication, and public counter services; implementation of the California State Records Management Act; oversight of the retention and preservation of legal and historical state documents at all levels of government within the state; and collections management activities through direct supervision of subordinate managers (three Staff Services Manager Is). Assist with the development, dissemination, and ongoing administration of division policy, procedures, and programs; implement the mission and goals of the division; draft budget proposals, Statewide Leadership Accountability Act reports, and legislative analyses; gather information from staff relating to facility issues and concerns and contact SOS-Business Services; in the absence of the Division Chief, represent the Secretary of State at conferences, meetings and legislative hearings on matters relating to the Division; and ensure the effective and efficient use of Division resources. Serve as Deputy Coordinator for the California Historic Records Advisory Board, coordinating Board activities and meetings. Work closely with the State Archivist on public outreach strategies, partnership development, legislation, expanding online access to the State Archives’ historic records and services, and the development of strategic plans for the Division and Archives’ programs. | | 40% |  | Supervision  Directly supervise the work of three Staff Services Manager Is, one Associate Governmental Program Analyst, one Office Technician, and multiple student assistants; evaluate the performance of staff; review monthly workload reports; ensure all division projects, assignments, and work activities are completed accurately and in accordance with deadlines; provide direction, guidance, and mentoring to staff; coordinate with SOS Human Resources to employ progressive discipline, as needed; create a collaborative work environment through team-based projects, regular team meetings, knowledge and idea sharing, frequent training opportunities, employee recognition, and team building activities; and build a strong workforce through succession and workforce planning, including regular 1:1 meetings, job shadowing, cross-training, Individual Development Plans, and similar strategies. |   **MARGINAL FUNCTIONS**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | 10% | |  | | Outreach  Assist in establishing and maintaining cooperative and consultative relationships  with legislators, the Governor’s office, the judicial branch, state and local agencies, boards and commissions, nonprofit support groups, universities, historical and archival groups, legal offices, and others contacted in the course of work; address groups on the work of the agency and matters of state historical interest; work with agency officials on building and security issues; assist local governments in the preservation of their historical records and management of current records. | | | 10% | |  | | Professional Activities  Read professional literature and attends conferences, workshops, and lectures to keep abreast of current archival and records management practices; arrange and conduct tours for legislative, genealogy and other research groups; assist in the development of archival programs and procedures; prepare reports; attend staff meetings and training sessions. | | | Section III | | | | **EMPLOYEE/SUPERVISOR STATEMENT** | |   You are a valued member of the Secretary of State’s office. You are expected to conduct yourself professionally and work cooperatively with team members and others during the course of your duties to enable the department to provide the highest level of service possible. You are to adhere to all applicable state and federal laws, rules and department policies; and exercise good judgment in assisting team members and the public. Your efforts to treat others fairly, honestly and with respect are critical to the organization’s mission and values.  **EMPLOYEE’S STATEMENT:** I HAVE READ AND UNDERSTAND THE DUTIES, RESPONSIBILITIES, AND PERFORMANCE EXPECTATIONS OF THE POSITION AND DISCUSSED WITH MY SUPERVISOR. I HAVE RECEIVED A COPY OF THE DUTY STATEMENT.  I CAN PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION WITH OR WITHOUT REASONABLE ACCOMMODATION:  YES  NO (Notice HR to discuss possible reasonable accommodation)   |  |  |  | | --- | --- | --- | | EMPLOYEE NAME (PRINT FULL NAME) | EMPLOYEE SIGNATURE | DATE SIGNED |   **SUPERVISOR’S STATEMENT:** I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE.   |  |  |  | | --- | --- | --- | | SUPERVISOR NAME (PRINT FULL NAME) | SUPERVISOR SIGNATURE | DATE SIGNED | |