**CALIFORNIA CONSERVATION CORPS**

**POSITION DUTY STATEMENT**

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| WORKING TITLE OF POSITION:  **Region Deputy** | REPORTING UNIT NUMBER:  **328** |
| DIVISION/BRANCH OR CENTER:  **Region III** | LOCATION:  **Sacramento** |
| CLASS TITLE:  **CEA A** | POSITION #  EFFECTIVE DATE: July 1, 2018 |

SUPERVISION EXERCISED

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| NUMBER  1-7  1-4 | DIRECT SUPERVISION  Staff Services Manager II (Managerial)  Associate Governmental Program Analyst/Staff Services Analyst | NUMBER  1-12  1-14  22-60  1-5  1-7  1-2  1-5  1-14  1-5  1-4  10-50  500-800 | INDIRECT SUPERVISION  Conservation Supervisor  Conservationist II  Conservationist 1  Supervising Cook I  Administrative Officer I/II  Business Service Assistant  Cook  Office Technician  Office Assistant  Maintenance Mechanic  Special Corpsmember  Corpsmember |

Under the general direction of the Chief Deputy Director, the Region III Deputy will be responsible for the management of the CCC Energy Districts (Currently located in Sacramento, Norwalk & Vista). These energy districts specialize in programs related to Energy work associated with both Greenhouse Gas Reduction Fund and fee for service work. The Region Deputy will develop policies and procedures specific to the Energy Corps program both for staff and corpsmembers, find appropriate work space (where applicable), establishing partnerships with school districts and public entities (local municipalities, state government, etc.) to develop program work, develop training modules for Corpsmembers and staff, collaborate with two existing high school programs for continued education of Corpsmembers, and act as the liaison and primary contact on behalf of the CCC Executive Team and other state agencies: DGS, CEC, CPUC, Office Public School Construction, CalEPA, and the California Air Resources Board (CARB).

In addition, the Region III Deputy will be responsible for an additional 2-3 traditional CCC Centers, both residential and non-residential. These centers will do more traditional outdoor conservation work and will require development of relationships with other state agencies (DWR, CALFIRE, DPR, etc.) as well as local municipalities and non-profits.

Indicate % Duties:

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| 25%  20%  10%  10%  10%  10%  10%  5% | **MANAGEMENT**: Demonstrate strong and effective leadership by developing corpsmembers and staff, implementing departmental policies, and creating a positive environment that fosters success. Represent the needs of the Region to Executive Management Team members and HQ managers. Monitor and ensure center progress toward meeting departmental performance measures. Conduct annual center review visits of each location to ensure strong operational practices at the local level. Set a strong example for subordinates by supporting the department’s mission, vision and guiding principles. Mentor Staff, demonstrate the benefits of service and support open and honest communications throughout all levels of the organization.  **PROJECT DEVELOPMENT:** Stay abreast of conservation trends as it relates to Energy usage audits, retrofits and other emerging technology to help facilities lower costs and lower CO2 and other criteria air pollutants in California. Work with sponsors (local, state, federal & nonprofits) to engage with the CCC in fee-for-service work, execute contracts and projects and meet reimbursement goals.  **POLICY:** Serve as a member of the department’s Executive Management Team and assist in the formulation of, and make recommendations regarding, department and center goals, performance measures, resource allocations, policies and procedures. When assigned, serve on policy development working groups and committees. Ensure that all center staff and corpsmembers comply with state and department policies and procedures. Keep the Chief Deputy Director informed about recommended policy changes, improvements and violations.  **PERSONNEL DUTIES**: Directly supervise District Directors, Conservation Supervisors, and Managers to monitor and evaluate their performance in accordance with state and department policies and timelines, prepare staff training and development plans and ensure they are implemented, recognize employees’ performance and success, and employ progressive discipline if needed. Engage District Directors in succession planning. With assistance from HQ personnel, investigate and respond to corpsmember and staff grievances. Develop and foster a working environment that is consistent with the mission, goals, and guiding principles of the department. Keep the Chief Deputy Director informed about personnel issues that may impact the department. Ensure all CCC Equal Employment Opportunity policies are enforced.  **FISCAL DUTIES:** Develop annual budgets and monitor revenues and expenditures. Assist in development of project revenue goals and ensure they are met. Assist in development of annual spending limits, and ensure expenditures do not exceed them. Request budgetary adjustments in order to maintain solvency. Oversee procurement and contracting activities to ensure funds are being spent prudently, responsibly, and in accordance with all state laws, and department policies and procedures. Ensure financial reports are submitted in a timely manner, are thorough and accurate, and meet the requirements of all state and department policies and procedures. Develop and foster an environment in which fiscal responsibility is important to all staff. Keep the Chief Deputy Director informed about region fiscal issues.  **CORPSMEMBER DEVELOPMENT:** Ensure that corpsmembers are provided a safe and positive working and living environment and that their needs are being met in the areas of education, literacy, skills training, career development, counseling, post-corps transition, health and safety, security and recreation. Emphasize the importance of service activities, and ensure that adequate opportunities are provided for corpsmembers to serve their community. Provide staff with the tools, training, guidance and motivation they need to develop corpsmembers and provide a strong training and work program. Ensure all corpsmember development reports are submitted in a timely manner, are thorough and accurate, and meet the requirements of all state and department policies and procedures. Develop and foster an environment in which corpsmember development is vitally important to everyone in the organization. Keep the Chief Deputy Director informed about significant corpsmember development issues.  **CONSERVATION:** Ensure that the Region develops and implements a portfolio of project work that meets the conservation and emergency response needs of the department and the department’s operating statutes, the development needs of corpsmembers and the financial goals of each unit within the district. Take an active leadership role in developing marketing plans, contacting new sponsors, promoting conservation activities and maximizing the involvement of corpsmembers in projects benefiting the community. Set high standards of efficiency, effectiveness and professionalism in work performance and ensure those standards are met. Ensure all project reports are submitted in a timely manner, are thorough and accurate, and meet the requirements of all state and department policies and procedures. Develop and foster an environment in which corpsmembers become integral components of community emergency response and conservation activities. Keep the Chief Deputy Director informed about significant work project issues and achievements.  **OUTREACH:** Promote and represent the CCC in the community through regular, ongoing outreach activities with the media, elected officials, other governmental entities (federal, state and local) and community organizations. Ensure that all state and department policies and procedures are followed regarding these contacts. Keep the Chief Deputy Director informed regarding outreach activities. |