

DUTY STATEMENT

DFW 242A (REV. 03/18/14)

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE 11/01/2020
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DFW DIVISION/BRANCH/REGION/OFFICE OSPR	POSITION NUMBER (Agency-Unit-Class-Serial) 565-071-4800-XXX
UNIT NAME AND LOCATION Certification of Financial Responsibility Unit	CLASS TITLE Staff Services Manager I
INCUMBENT Vacant	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-071-4800-XXX
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under general direction of the Environmental Program Manager I (EPM I), the Staff Services Manager I is directly responsible for managing OSPR's Certification of Financial Responsibility (COFR) Unit.	

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)
45%	<u>ESSENTIAL FUNCTIONS:</u> Manage OSPR's COFR Unit; resolve the most difficult issues associated with a wide variety of analytical and financial services; design schedules to assess fees on pipelines, marine facilities and Vessel Traffic systems consistent with legislative and regulatory mandates; ensure COFR-related notices, applications, and forms are compliant with these requirements; work closely with legal, scientific and enforcement managers to resolve the most difficult and complex issues associated with COFR's. Ensure that the COFR Unit works with OSPR's contingency plan oversight unit to support consistency across the two units' respective databases, and overall cross-unit coordination.
25%	Develop and maintain annual work plans for staff; identify needed training, evaluate employee performance, and take corrective disciplinary actions as necessary in consultation with the Human Resources Branch if/when potential disciplinary matters arise; develop goals and objectives and establish priorities and action plans for the unit and ensure compliance with management's overall mission.
15%	Prepare and manage the unit's budget and monitor its expenditures for appropriateness; ensure the unit operates within its prescribed allotments; make recommendations for budget change proposals; prepare management reports of collected and outstanding revenues; draft and recommend language for the modification of existing statues/regulations related to OSPR's fiscal services functions; and develop policies and procedures for the Units and field operations related to fiscal resources.
10%	Participate as a member of OSPR's management team; manage the financial support functions and supervise staff working within the ICS during a pollution incident; participate on various task force and committees; advise management on proposed enacted state regulations and departmental policies related to unit's functions.
5%	<u>NON-ESSENTIAL FUNCTIONS:</u> Perform administrative tasks, including tracking of time worked; attend career development and training programs, seminars as appropriate to contribute to the achievement of OSPR's goals and objectives.

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	<p>KNOWLEDGE AND ABILITIES:</p> <p>Knowledge of: Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; the administration and department's goals and policies; governmental functions and organization at the State and local level; A manager's / supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and maintaining a work environment that is free of discrimination and harassment including the Bilingual Services Program, Limited Exam and Appointment Program (LEAP), Reasonable Accommodation and discrimination / sexual harassment complaint process.</p> <p>Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex Staff Services program; establish and maintain project priorities; Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment including the Bilingual Services Program, Limited Exam and Appointment Program (LEAP), Reasonable Accommodation and discrimination / sexual harassment complaint process.</p> <p>DESIRABLE QUALIFICATIONS:</p> <p>Special Personal Characteristics: Able to display a positive attitude, professionalism, open- and fair-mindedness, flexibility, and tact; exhibit a strong work ethic and personal responsibility and accountability.</p> <p>WORKING CONDITIONS:</p> <p>Ability to use a computer keyboard several hours a day, primarily sit and briefly walk or stand in an office setting, attend meetings and hearings; work with staff statewide to complete work assignments and occasional travel may be required.</p> <p>OSPR is a 24-hour oil and pollution spill response organization. The incumbent in this position can be required to participate in prevention and response training, drills and incidents throughout California, and to be available to deploy/travel with short notice for extended periods of time (up to 7 days).</p>

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SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
PRINT SUPERVISOR'S NAME YVONNE ADDASSI	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT. I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.		
PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE