# DUTY STATEMENT

**STATE OF CALIFORNIA**

**STATE COASTAL CONSERVANCY**

**DUTY STATEMENT**

(07/14)

**Shaded area for Personnel Office use only**

<table>
<thead>
<tr>
<th>Effective Date:</th>
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<table>
<thead>
<tr>
<th>1. OFFICE</th>
<th>POSITION NUMBER (Agency - Unit - Class - Serial)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive</td>
<td>536-100-7500-001</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. HEADQUARTER LOCATION</th>
<th>3. CLASS TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oakland, CA</td>
<td>Administrative Deputy Executive Officer - CEA A</td>
</tr>
</tbody>
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<thead>
<tr>
<th>4. WORKING HOURS / SCHEDULE</th>
<th>5. SPECIFIC LOCATION ASSIGNED TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 a.m. to 5 p.m./Monday to Friday</td>
<td>N/A</td>
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<thead>
<tr>
<th>6. PROPOSED INCUMBENT (If known)</th>
<th>7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</th>
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<tbody>
<tr>
<td></td>
<td>536-100-7500-001</td>
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</table>

**All employees are expected to work cooperatively with others; maintain regular, consistent and predictable attendance; possess integrity, initiative, dependability and good judgment.**

8. **BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS**

Reporting to the Executive Officer, the Administrative Deputy Executive Officer is delegated the authority for implementing and managing the State Coastal Conservancy’s overall administrative operations. The Administrative Deputy exercises independent decision-making in developing, managing, and providing direction and oversight for key agency-wide services including Budgets, Accounting, Contracts, Procurement, Information Technology, Business Services, and Human Resources. The Administrative Deputy develops agency-wide administrative policy and implements and enforces statewide administrative laws, rules, and policies in these areas. As a key member of the Executive Team, the Administrative Deputy advises the Board, Executive Officer, Deputy Executive Officer, Management Team, and other staff on administrative matters. The position requires flexible work hours and some travel.

9. **Percentage of time performing duties**

<table>
<thead>
<tr>
<th>ESSENTIAL FUNCTIONS</th>
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<th>30%</th>
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- **Directs Administrative Functions**

- Budget, Accounting, Procurement, Contracts and Business Services

- Directs SCC’s budgeting, accounting, procurement, contracts and business services with workload and incoming grants.

- Oversees Fi$Cal implementation, bond reporting, establishment of accounting controls, completion of accounting reports, and management of cash flow. Monitors and analyzes expenditures and reimbursements and presents expenditure projections to the executive team.

  - Provides advice and assistance to the Executive Officer and the Deputy Executive Officer in coordinating the development and presentation of the Governor’s budget for the SCC with both the Department of Finance and the Legislature.

  - Serves as Procurement Officer.

  - Oversees administrative functions of grants administration, including tracking and expenditures of federal funds.

<table>
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- **Human Resources**

- Supervises the SCC’s human resources staff and functions, including personnel transactions, training, health and safety, classification and pay, labor relations and negotiations, grievances, disciplinary actions, selection and examinations, payroll and benefits, workers’ compensation, employee assistance program, equal employment opportunity, and workplace violence.

  - Serves as Skelly Officer.

  - Provides oversight and policy direction for Workforce and Succession Planning activities.

10. **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.**


<table>
<thead>
<tr>
<th>SUPERVISOR’S NAME (Print)</th>
<th>SUPERVISOR’S SIGNATURE</th>
<th>DATE</th>
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</thead>
<tbody>
<tr>
<td>Amy Hutzel</td>
<td></td>
<td></td>
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</table>


The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

<table>
<thead>
<tr>
<th>EMPLOYEE’S NAME (Print)</th>
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<tr>
<td>9. Percentage of time performing duties</td>
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| **ESSENTIAL FUNCTIONS (continued)** | **Information Technology (IT) and Business Services**  
Supervises the SCC’s IT staff, functions and serve as Procurement and Contracting Officer (PCO). Participates in the formulation, development, promulgation, and implementation of the agency’s IT policy and procedures, and oversees staff who design, deploy, and provide support services for the agency’s information processing systems, computer equipment, and mobile devices.  
- Ensures information assets and associated technology, applications, systems, infrastructure, and processes are adequately protected.  
- Provides extensive risk and information security oversight, reporting, governance, communications, education, and consulting.  
- Guides the agency’s business services activities, allocation of office space and workstations, Telework Coordinator, telecommunication, travel, property and records management, and facilities management, and coordination with DGS Building Management.  |
| **20%** | **EEO Officer and ADA Coordinator**  
Serves as the Agency’s Equal Employment Opportunity (EEO) Officer and Americans with Disabilities Act (ADA) Coordinator.  
- Develops equal employment policies, recommends administrative changes to prevent discrimination, ensures policies are practiced throughout SCC. Modifies policies as necessary to abide by applicable laws and requirements.  
- Addresses incoming complaints of discrimination or harassment and ensures investigations are conducted when needed. Addresses recommendations of any investigations.  
- Manages data entry and reporting associated with the Discrimination Complaint Tracking System (DCTS).  
- As needed, assists Human Resource staff with the Workforce Analysis, Upward Mobility Program, labor relations, and reasonable accommodations.  
- Monitors the panel members in any Qualified Appraisal Panel (QAP) exam administered by SCC.  
- Leads and tracks implementation of the agency’s ADA Self-Evaluation and Transition Plan. Updates the plan as needed.  
- Coordinates with other agencies on the Disability Advisory Committee.  |
| **10%** | **Staff Development, Oversight, and Supervision**  
Plans, organizes, and directs the work of professional staff in the development, implementation, and management of administrative functions.  
- Administers and adjusts workload; identifies and resolves needs, issues, and problems associated with Administrative staff activities  
- Assesses training needs; trains and coaches’ staff; provides employee evaluations and employee discipline.  
- Manages supervisory, technical, and professional staff; provides primary and technical direction to Administrative functions; establishes expectations; sets priorities; administers and reviews workload; identifies needs, issues and problems associated with Administrative activities that could have a consequence department-wide.  |
| **10%** | **Consultation and Compliance**  
Functions as an executive level liaison to Department of Finance, CalHR, State Personnel Board, Department of General Services, Department of Technology, California State Library, and various control agencies on administrative and related compliance matters associated with the SCC.  
- Leads collaboration efforts with other state conservancies on administrative matters.  
- Responsible for department wide compliance with the State Leadership Accountability Act (SLAA) to maintain effective systems of internal control, to evaluate and monitor the effectiveness of these controls on an ongoing basis, and to biennially report on the adequacy of the SCC’s systems of internal control.  |
| **5%** | **Acting Executive Officer**  
Serve as acting Executive Officer in the absence of the Executive Officer and Deputy Executive Officer of the SCC.  |
| **5%** | **MARGINAL FUNCTIONS**  
May be called on during non-regular business hours to respond to emergencies to maintain critical processes and programs.  
May act on behalf of program managers in their absences to maintain workflow.  
Other related duties.  |
Administrative and Supervisory Responsibilities

Employee Leave Accounting
- Grants or denies subordinate staff request for time off or requests to work overtime.
- Ensures subordinate staff has sufficient leave credits available for the requested leave.

Employee Performance
- Identifies performance expectations utilizing probationary reports and/or Individual Development plans and convey expectations to the employee via written and verbal communication/direction.
- Monitors performance through various production documents, personal observations, and by following-up with employee to ensure that performance expectations are being met.
- Provide feedback to employees on performance noting exceptional performance as well as areas of improvement through regular discussions.
- Sustain employee performance using constructive intervention and progressive discipline principles and processes.

Consistent with CalHR and State Personnel Board rules and regulations, perform the full range of supervisory duties for subordinate staff.
- Provide direction and guidance regarding ongoing assignments and daily work activities to ensure deadlines are met.
- Delegate responsibility to staff to facilitate timely completion of work.
- Review work and evaluate performance of staff by completing probationary reports and individual development plans to ensure performance expectations are met.
- Complete personnel action documentation and conduct hiring interviews to maintain adequate staffing levels and facilitate the recruitment process.
- Approve travel and leave requests for staff following leave usage guidelines.
- Conduct, arrange and approve training for staff to increase staff knowledge base.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the department's or agency's Affirmative Action Program objectives; and a manager's role in the Affirmative Action Program.

Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the department's or agency's affirmative action objectives.

DESIRABLE QUALIFICATIONS
Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.
WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES

Work Environment
- Indoor work is common, although outdoor work may be required.
- May require an employee to work in adversarial situations.
- Travel.

Physical Ability
- Talking, seeing, and hearing are essential to performing the job requirements.

Mental Ability
- Understand written and verbal communication.
- Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, decimals.
- Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Deal with problems that may not involve concrete variables in standardized situations.

Reading: Understand and use written information that may be presented in a variety of formats, such as text, tables, lists, figures, and diagrams; select reading strategies appropriate to the purpose, such as skimming for highlights, reading for detail, reading for meaning, and critical analysis.

Writing: Express ideas and information in written form clearly, succinctly, accurately, and in an organized manner; use English language conventions of spelling, punctuation, grammar, and sentence and paragraph structure; and tailor written communication to the intended purpose and audience.

Mathematics: Understand, interpret, and manipulate numeric or symbolic information; solve problems by selecting and applying appropriate quantitative methods such as arithmetic, quantitative reasoning, estimation, measurement, probability, statistics, algebra, geometry, and trigonometry.

Organizing and planning: Organize and structure work for effective performance and goal attainment; set and balance priorities; anticipate obstacles; formulate plans consistent with available human, financial, and physical resources; modify plans or adjust priorities given changing goals or conditions.

Using social skills: Interact with others in ways that are friendly, courteous, and tactful and that demonstrate respect for individual and cultural differences and for the attitudes and feelings of others.

Adaptability: Change one's own behavior or work methods to adjust to other people or to changing situations or work demands; be receptive to new information, ideas, or strategies to achieve goals.

Working in teams: Work cooperatively and collaboratively with others to achieve goals by sharing or integrating ideas, knowledge, skills, information, support, resources, responsibility, and recognition.

Leading others: Motivate, inspire, and influence others toward effective individual or team work performance, goal attainment, and personal learning and development by serving as a mentor, coach, and role model and by providing feedback and recognition or rewards.
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<td><strong>Building consensus:</strong> Build consensus among individuals or groups by facilitating agreements that involve sharing or exchanging resources or resolving differences in such a way as to promote mutual goals and interests; by persuading others to change their point of view or behavior without losing their future support; and by resolving conflicts, confrontations, and disagreements while maintaining productive working relationships.</td>
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<tr>
<td><strong>Self and career development:</strong> Identify own work and career interests, strengths, and limitations; pursue education, training, feedback, or other opportunities for learning and development; manage, direct, and monitor one’s own learning and development.</td>
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<tr>
<td><strong>Listening:</strong> Attend to, receive, and correctly interpret verbal communications and directions through cues such as the content and context of the message and the tone, gestures, and facial expressions of the speaker.</td>
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<tr>
<td><strong>Speaking:</strong> Express ideas and facts orally in a clear and understandable manner that sustains listener attention and interest; tailor oral communication to the intended purpose and audience.</td>
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<td><strong>Using information and communications technology:</strong> Select, access, and use necessary information, data, and communications-related technologies, such as basic personal computer applications, telecommunications equipment, Internet, electronic calculators, voice mail, email, facsimile machines, and copying equipment to accomplish work activities.</td>
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<tr>
<td><strong>Gathering and analyzing information:</strong> Obtain facts, information, or data relevant to a particular problem, question, or issue through observation of events or situations, discussion with others, research, or retrieval from written or electronic sources; organize, integrate, analyze, and evaluate information.</td>
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<tr>
<td><strong>Analyzing and solving problems:</strong> Anticipate or identify problems and their causes; develop and analyze potential solutions or improvements using rational and logical processes or innovative and creative approaches when needed.</td>
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<tr>
<td><strong>Making decisions and judgments:</strong> Make decisions that consider relevant facts and information, potential risks and benefits, and short- and long-term consequences or alternatives.</td>
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Some of the above requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.