

DUTY STATEMENT

DGS OHR 907 (Rev. 09/2018)

☐ Current☒ Proposed

RPA NUMBER 22551 and 22552	DGS OFFICE or CLIENT AGENCY California Arts Council	
UNIT NAME Programs	REPORTING LOCATION 2750 Gateway Oaks Dr., Suite 300 Sacramento, CA 95833	
SCHEDULE (DAYS / HOURS) Monday - Friday 8:00 a.m. - 5:00 p.m.	POSITION NUMBER 352-310-4800-xxx	CBID S01
CLASS TITLE Staff Services Manager I (Supervisory)	WORKING TITLE	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION ☐ Rank and File ☐ Supervisor ☐ Specialist ☐ Office of Administrative Hearings ☒ Client Agency

The California Arts Council (CAC) is a state agency with a mission of strengthening arts, culture, and creative expression as the tools to cultivate a better California for all. It supports local arts programming and infrastructure statewide through grants, initiatives, and services. The CAC envisions a California where all people flourish with universal access to and participation in the arts.

Through its new Strategic Framework, the CAC is committed to developing an organizational culture that actively addresses barriers to equity and participation for all Californians, and celebrates the connections and intersections of all our communities. The CAC believes that racial injustice is the most pervasive and entrenched form of injustice permeating the institutions and structures that everyone must access. As outlined in its Racial Equity Statement, the CAC is committed to prioritizing racial equity both internally and externally. The CAC aims to exemplify government by, for, and of the people by focusing on representation, flexibility, and collaboration.

CAC employees are the vital link that ensures the agency and Council's priorities are fully realized. The CAC strives to ensure that its workforce reflects the diversity of California and to foster an environment where all people feel valued and can thrive.

Learn more at <https://arts.ca.gov/about/>.

POSITION CONCEPT

Under the general direction of the Staff Services Manager (SSM) II, the Staff Services Manager I (Programs Manager) is principally responsible for managing a California Arts Council (CAC) portfolio of arts funding opportunities. The Programs Manager will be responsible for leading a multi-disciplinary staff team in developing and implementing program policies, application and administrative processes, documentation and systems needed to ensure funds are expended in accordance with statutory, contractual, and State administrative requirements, providing the training and assistance needed by grantees/contractors, monitoring performance, and measuring the overall success of the arts programs.

SPECIAL REQUIREMENTS ☒ Conflict of Interest ☐ Medical Evaluation ☐ Background Evaluation ☐ Background Evaluation FTB ☐ Office Technician (Typing)

Conflict of Interest

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	Manages a portfolio of grant and contract opportunities in adherence to CAC strategic framework, and Legislative mandates by developing implementing program guidelines, procedures, grant

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PERCENTAGE	DESCRIPTION
	applications, Request for Proposals, inter-agency agreements, contract management/grant administration; community engagement /outreach; developing and analyzing program data reports; monitoring program outcomes; and making recommendations to a the Staff Services Manager II in order to meet all state and federal requirements.
30%	Manages and supervises staff services work of multi-disciplinary staff by communicating program goals and objectives, overseeing program assignments to staff, establishing performance expectations, providing coaching and ongoing feedback to staff regarding their performance while addressing performance issues, and developing training plans in order to meet applicable bargaining unit contract provisions, state policies, procedures and applicable laws and regulations to ensure that all deadlines and legal requirements are met utilizing human-centered and asset-based management strategies.
20%	Advises the Staff Services Manager II on Council policy development by reporting on arts grant making/contracting innovation/trends; regular and routine community engagement; program outreach; staffing Council committees; overseeing staff reports to Council; drafting presentations to Council that reflect the CAC mission, goals and objectives; completing the CAC Decision Support Tool to substantiate staff input; analyzing program data trends through the CAC grants management system in order to ensure project timelines are met and implementation procedures reflect effective program administration and promote access to arts funding across the state utilizing SmartSimple reports, other databases and platforms.
10%	Drafts financial and program descriptive reports as required by funding sources including the National Endowment for the Arts, Department of Corrections and Rehabilitation, State Legislature utilizing current and past program datasets and records of funding allocations.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Participates in agency activities to advance racial equity in grant making in order to reach the agency's goals and objectives as outlined in the Racial Equity Action Plan Strategic Framework regarding grant policy and objectives to ensure ongoing program success utilizing existing resources such as the CAC Strategic Framework, Grants Management System, and the Racial Equity Action Plan.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

- Work effectively with standard office configuration, executive office and cubicles.
- Work effectively in distributed team (working from home) and reporting to the office as needed/required.
- Occasional travel required, mostly within the State of California
- Utilize grants/customer management softwares, Excel spreadsheets, Outlook, and CAC Policies and Procedures.

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You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed with my supervisor and understand the duties of the position and have received a copy of the duty statement.

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED
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I have discussed the duties of the position with the employee and certify the duty statement is an accurate description of the essential functions of the position.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED
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