



DUTY STATEMENT

POSITION INFORMATION

Classification Title	Career Executive Assignment, Level B
Position Number	415-001-7500-002
CB Identifier	M01
Working Title	Deputy Executive Officer, Administration
Division / Unit	Executive Office
Incumbent Name	
Assigned Office	Auburn, CA
Supervisor/Manager	Angela M. Avery, Executive Officer
Tenure	Non-Tenured Full-time
Effective Date	
Conflict of Interest Filing (Form 700) required for this position.	Yes

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

GENERAL DESCRIPTION

The assigned office for the Deputy Executive Officer, Administration (DEOA) is at the Sierra Nevada Conservancy (SNC or Department) Headquarters Office located in Auburn, CA. Working at the second organizational level reporting to the Executive Officer, the DEOA is delegated the authority for implementing and managing SNC’s overall administrative operations. The DEOA exercises independent decision-making in identifying, developing, managing, and providing direction and oversight for key department-wide services including Budgets, Accounting, Contracts, Procurement, Information Technology, Business Services, Human Resources, and Legal.

The DEOA develops department-wide policy and implements and enforces statewide administrative laws, executive orders, rules, and policies in these areas. As a key member of the Executive Team, the DEOA advises the Governing Board, Executive Officer, Chief Deputy Executive Officer, and other staff on administrative matters and exercises substantial independence and participation in the formulation, operation, and evaluation of broad program policy. The position requires flexible work hours and frequent travel throughout the Sierra Nevada Region.

JOB FUNCTIONS

(E=Essential / M=Marginal Functions)

25% (E) – Budgets and Accounting

Plans and directs the Department’s budgeting and accounting activities, including FISCAL implementation, managing cash flow, establishing, and auditing fiscal controls, and monitoring, analyzing, and projecting expenditures and reimbursements. Presents expenditure projections and recommendations to the executive team; participates in budget reconciliation and decision-making.



- Provides recommendations and guidance to the executive staff in coordinating the development and presentation of the governor’s annual budget for the SNC with both the Department of Finance and the Legislature.
- Acts as primary SNC negotiator for budget changes with the Resources Agency, the Department of Finance, and the Governor’s Office,
- Prepares and presents testimony during budget hearings. Oversees administrative functions of grants, including tracking and expenditures of federal funds.
- Oversees the execution of reimbursable accounts, including but not limited to interagency agreements and federal trust fund agreements. Negotiates with Department of Finance to provide necessary funds and/or flexibility to avoid negative cash flow.

20% (E) – Human Resources

Provides oversight and leadership to the Department’s human resource operations, including personnel transactions, telework, 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 the Department’s Equal Employment Opportunity (EEO) Officer. Ensures all programs are compatible and supportive of equal opportunity and responsive to reasonable accommodations.
 - Addresses incoming complaints of discrimination or harassment and ensures investigations are conducted. Approves final action on recommendations resulting from any investigations.
 - Monitors panel members in any Qualified Appraisal Panel (QAP) exam administered by SNC.
- Provides oversight and policy direction for Workforce and Succession Planning activities.
- Serves as Skelly Officer.
- Represents SNC before the State Personnel Board, the Public Employment Relations Board (PERB), employee organizations, among others, presenting recommendations, identifying needs, responding to requests, reporting actions, and acting as a decision-maker for the department.

10% (E) – Information Technology

Plans and directs the Department’s IT functions. Serves in an executive role and manages, oversees, and administers the most critical, sensitive, and complex tasks. Participates in the formulation, development, promulgation, and implementation of the Department’s IT policy and procedures. Oversees staff who design, deploy, and provide support services for the Department’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.
- Oversees the systems and services of the Business Technology Management, Software Engineering, System Engineering, Information Security Engineering, and IT Project Management domains.



10% (E) – Contracting, Procurement, and Business Services

Provides leadership and oversight to the Department's contracting, procurement, and business services activities, ensuring compliance with all applicable laws, rules, practices, and procedures.

- Represents the department before various control agencies in resolving the most complex or sensitive problems.
- Provides accountability and transparency in all contracting and procurement activities.

10% (E) – 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 mentors 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% (E) – Consultation and Accountability

Functions as an executive-level liaison to Department of Finance, CalHR, Department of Technology, and various control agencies, all levels of government, the private sector, and SNC's management and executive team on administrative and related compliance matters associated with the SNC.

- Leads collaboration efforts with all 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 SNC's systems of internal control.
- Prepares materials and makes presentations and recommendations to the SNC Governing Board on a quarterly basis.

5% (E) – Legal Compliance

Works with legal staff to ensure all administrative programs are fully compliant with the law and various procedural documents. Provides input on administrative needs.

- Oversees and ensures compliance with the laws guiding the Department's Conflict of Interest and Public Records Act programs.
- Makes recommendations on proposed laws and changes to existing laws.

5% (E) - Acting Executive Officer

Serve as acting Executive Officer in the absence of the Executive Officer and the Deputy Executive Officer of the SNC.



5% (M) – Miscellaneous Activities

Responds to general calls and emails, attends and presents at staff meetings, complies with administrative reporting requirements (e.g., completion of timesheets, travel expense claims, training requests, individual development plans), participates in required trainings, and attends regular monthly Administrative forums. May be called on during non-regular business hours to respond to emergencies to maintain critical processes and programs. Prepares or oversees special studies or projects as requested by the Executive Officer and/or the SNC Governing Board.

SUPERVISION RECEIVED

The DEOA reports to the Executive Officer.

SUPERVISION EXERCISED

The DEOA is responsible for directly supervising subordinate supervisory classifications including Staff Services Managers, and directly or indirectly oversees professional, analytical, and clerical classifications of Associate Governmental Program Analyst, Staff Services Analyst, IT Analyst and Specialist, Accounting Specialist, and Office Technician.

ATTENDANCE

The DEOA must maintain regular and acceptable attendance at such level as is determined at SNC's sole discretion. Must be regularly available and willing to work the hours SNC determines are necessary or desirable to meet its business needs.

ADMINISTRATIVE RESPONSIBILITIES

The DEOA performs the full range of supervisory and management duties, including but not limited to: interprets and adheres to policies, rules, laws, regulations, and bargaining unit contracts; provides direction and guidance regarding work assignments and daily work activities to ensure timely completion of assignments; reviews work and evaluates performance of staff by providing regular feedback and completing timely probationary reports, annual performance appraisals, and individual development plans; monitors employee performance and, if necessary, utilizes progressive discipline principles and procedures; completes personnel documentation and utilizes the competitive hiring process; and approves or denies administrative requests including leave, overtime, travel, and training.

CONFLICT OF INTEREST FILING

This position is subject to Title 14, section 25231 of the California Code of Regulations, the Sierra Nevada Conservancy Conflict of Interest Regulations. The incumbent is required to submit a Statement of Economic Interest (Form 700) within 30 days of assuming office, annually by April 1, and within 30 days of leaving office.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES (from Class Specifications)

Knowledge of: (a) 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 equal employment opportunity objectives; and a manager's role in the equal employment opportunity 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 equal employment opportunity objectives.

OTHER INFORMATION

Incumbent must possess good communication skills; use good judgment in decision-making; exercise creativity and flexibility in problem identification and resolution; manage time and resources effectively; have the ability to make decisions and act independently; be open-minded, flexible, tactful; and be responsive to SNC administrative needs. Must have the ability to conduct the majority of work electronically and the ability to sit for long periods of time in a chair at a computer in the office.

WORK ENVIRONMENT

The duties of this position are performed primarily indoors in a modern office environment. The incumbent's workstation is located at SNC Headquarters office and is equipped with standard or ergonomic office equipment, as appropriate. Telework may be considered, with incumbent's ability to post to Headquarters, other SNC offices, or other locations, as needed. Prolonged sitting, use of telephone, personal computer, and copier are required. Incumbent must work well under pressure, meeting multiple and sometimes conflicting deadlines. Occasional overnight travel throughout the Sierra Nevada Region is required.

TELEWORK ELIGIBILITY AND EXPECTATIONS

This position is eligible for telework, unless otherwise noted by duty. Any approved alternate work location and specific working schedule must be documented on the SNC Telework Agreement (STD 200). All telework agreements are developed under and subject to the conditions and criteria established in the SNC Telework Program Policy (HR-02).

All SNC positions may be subject to 100 percent teleworking if ordered under emergency circumstances, which may be issued or rescinded without notice.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT

All SNC employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work-related activities, and anytime they represent the Department. Additionally, all SNC employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, and retaliation.

Duties of this position are subject to change and may be revised as needed or required.



EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodations are necessary, discuss your concerns with the hiring supervisor/manager. If unsure of a need for a reasonable accommodation, inform the hiring supervisor/manager, who will discuss your concerns with Human Resources.)

Employee Printed Name _____

Employee Signature _____

SUPERVISOR ACKNOWLEDGEMENT

I have discussed the duties of this position with, and have provided a copy of this duty statement to, the employee named above.

Supervisor Printed Name _____

Supervisor Signature _____