

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Executive Office	UNIT Clerk of the Board	POSITION # 880-210-4800-xxx	DATE January 2023
NAME OF EMPLOYEE (IF APPLICABLE)			
CURRENT CLASSIFICATION Administrative Assistant II		PROPOSED CLASSIFICATION (IF APPLICABLE) Staff Services Manager I (Specialist)	
NAME OF SUPERVISOR Eric Oppenheimer			
CURRENT CLASSIFICATION OF SUPERVISOR Chief Deputy Director		REVIEWED AND APPROVED BY SIGNATURE	
SUPERVISION EXERCISED (IF APPLICABLE)			
1. DIRECTLY SUPERVISED		2. INDIRECTLY SUPERVISED	
NO. OF EMPLOYEES	CLASS TITLE	NO. OF EMPLOYEES	CLASS TITLE
0		0	
DESCRIPTION OF DUTIES: SUMMARIZE THE REGULARLY ASSIGNED DUTIES OF THE POSITION, EXPLAIN MOST IMPORTANT DUTIES FIRST. LIST THE PORTION OF TIME BY PERCENTAGE IN LEFTHAND COLUMN, EXTRA SHEETS MAY BE ATTACHED.			
% OF TIME	DUTIES		
45%	<p>Under the direction of the CEA, Chief Deputy Director and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments. The incumbent functions as a non-supervisory specialist and is responsible for researching, analyzing, recommending, and implementing solutions for a wide variety of sensitive and complex policy, program, administrative, and organizational issues. Specific responsibilities include:</p> <p>Serve as a subject matter expert and principal advisor to the Board Members and executive management on board meeting administrative process and planning. Provide on-going coordination and oversight over analysts in various state board regions, divisions and offices on sensitive, complex or confidential board agenda materials, including staff reports, resolutions, orders, and other regulatory documents to ensure consistency and adherence to procedure and the Board's intent.</p> <p>Independently review or draft meeting agenda language and agenda materials, recommend timing and placement of agenda items, and coordinate with staff regarding appropriate interested party lists and mailing of complete agenda items to interested parties prior to the public meeting. Coordinate process of agenda notice and item preparation, which includes ensuring meeting legal deadlines and timeliness of interdivision review and sign-off. Attend all board meetings and oversee board meeting administrative processes, interpret and document the directions indicated by Board Members and executive management as to proposed revisions, additions, and changes in the agenda items. Review material submitted after revision for compliance with directions. Sign and legally certify all board actions taken at a board meeting. Draft and review board minutes to ensure board actions are accurately reported prior to submittal at a public meeting for board consideration.</p>		

	<p>Coordinate input on publicly noticed items from the public with the Executive Director, Board Members, and staff. Answer questions from the public, legislative offices, and other state and federal agencies regarding upcoming and past agenda items and the meeting process, referring questions of a technical nature to the appropriate staff. Handle sensitive inquiries from the public on board agenda materials/items.</p>
30%	<p>Streamline and modernize critical, difficult, and sensitive board processes by evaluating current policies and procedures and making recommendations for improved efficiency and implementing approved recommendations. Serve as a project manager in overseeing the development of an electronic docketing system and other measures.</p> <p>Formulate procedures, policies, and program alternatives, make recommendations of a broad spectrum of administrative and program-related problems, review and analyze proposed legislation, and provide consultation on its impacts or potential impact to the organization. Perform complex research and analysis on a full realm of administrative issues in order to recommend, develop, or implement board-wide policy and administrative process improvements, including but not limited to: enhancement of board document accessibility; public inquiry tracking and management; and information system enhancement, integration, and digital delivery of government services.</p>
20%	<p>Sign all public meeting notices, which includes independent review to ensure accuracy, completeness, and for appropriate distribution to the public, ensuring proper legal deadlines will be met, and determining if Executive Director or Board Member review is necessary. Process all comment letters submitted to the state board, and distribute to the appropriate staff and executive management. Process and distribute all briefing requests from staff to Board Members, and coordinate with the analysts in the Executive Office to make sure all Board Members are sufficiently briefed on all pending matters before the board. Independently coordinate scheduling of all public meetings and hearings and assignment of hearing officers, including signing of all hearing notices.</p>
5%	<p>Perform other duties as required.</p> <p>Employee Signature: _____ Date Signed: _____</p>