CALIFORNIA CONSERVATION CORPS

POSITION DUTY STATEMENT

WORKING TITLE OF POSITION	REPORTING UNIT NUMBER	
Administrative Officer I	328	
DIVISION/BRANCH OR CENTER	LOCATION	
Energy Region	Norwalk, CA	
CLASS TITLE	POSITION NUMBER	EFFECTIVE DATE
Administrative Officer I	533-328-4590-XXX	07/01/2017

Supervision Exercised

NUMBER	DIRECT SUPERVISION CLASSIFICATION	NUMBER	INDIRECT SUPERVISION CLASSIFICATION
1-2	Office Technician	1-3	Special Corpsmembers

Under the general supervision of the Staff Service Manager I, the incumbent performs the following duties:

Relative Time Required	
35%	Estimate projected expenses and oversees the day to day maintenance of the Region's budget. Review budget on an ongoing basis and recommend effective courses of action to operate within allocated budget amounts. Assist in development of special repair, equipment, and capital outlay funding requests. Audit and ensure proper use of all district petty cash funds. Maintain accurate and up to date accounting records of all expenditures to ensure a sound audit trail. Review monthly FI$Cal and METS reports and take necessary action to ensure accuracy. Prepare monthly fiscal review spreadsheets and other required reports.
25%	Oversee the Region's procurement processes. Prepare and monitor contracts and agreements to ensure that expenses are maintained at appropriate levels and provide status reports as requested. Make recommendations on future purchases of vehicles, equipment, services and supplies. Maintain record management and retention schedules. Provide information and assistance to Conservation Supervisors and Satellite Coordinators regarding the financial aspects of facility operations. Ensure accuracy of property, equipment and facility inventories.
20%	Provide daily supervision of business services, personnel, vehicle, and operations for the Region. Schedule staff to provide office coverage at each Energy hub. Assure completeness and accuracy of all work relating to finance, procurement, equipment, contracts, personnel, and record keeping. Complete performance evaluations, provide training, and ensure appropriate disciplinary action is taken if necessary.

10%	Works with Conservation Supervisors and Satellite Coordinators to arrange for repair and upgrade of satellite facilities as needed. Responsible for upkeep, repair, and maintenance of buildings and landscaping to maintain a safe, clean and well-organized environment. Schedule appropriate seasonal changes in landscaping. Functions as staff contact person for Environmental Health and other state and local inspectors.
10%	Responsible for vehicle inspections, repairs, and maintenance. Ensure that vehicle operators follow maintenance schedule, safe operating techniques, and standards for vehicle repair and use. Review DMV pull notices, vehicle operator records and schedule needed repairs. Prepare quarterly vehicle reports.

I have read and understand these duties:

_____ _____

Signature – Administrative Officer I Date

_____ _____

Signature – Supervisor Date

CALIFORNIA CONSERVATION CORPS

POSITION DUTY STATEMENT

WORKING TITLE OF POSITION Business Services Officer I, Supervisor	REPORTING UNIT NUMBER 834
DIVISION/BRANCH OR CENTER Southern Energy District	LOCATION Norwalk
CLASS TITLE Business Services Officer I, Supervisor	POSITION NUMBER 533-834-4722-XXX EFFECTIVE DATE 10/01/22

Supervision Exercised

NUMBER	DIRECT SUPERVISION CLASSIFICATION	NUMBER	INDIRECT SUPERVISION CLASSIFICATION
1-2 1-3	Office Technician/MST Special Corpsmember	5-15	Corpsmembers

Effective on the date indicated, the employee performs the following duties and responsibilities assigned to the position above.

(Relative time required) Indicate %

(Brief description of important duties. Group duties in numbered paragraphs. Use additional sheet if necessary.)

Under the general supervision of the District Director (Staff Services Manager II), the incumbent performs the following duties:

40% Estimates projected expenses and oversees the day-to-day maintenance of the District's budget. Reviews budget on an ongoing basis and recommends effective courses of action to operate within allocated budget amounts. Assists in development of special repair, equipment, and capital outlay funding requests. Audits and ensures proper use of all District petty cash funds. Maintains accurate and up to date accounting records of all expenditures to ensure a sound audit trail. Reviews monthly FI$Cal and SQL reports and takes necessary action to ensure accuracy. Prepares monthly fiscal review spreadsheets and other required reports.

25% Oversees the District procurement processes. Prepares and monitors contracts and agreements to ensure that expenses are maintained at appropriate levels and provides status reports as requested. Makes recommendations on future purchases of vehicles, equipment, services, and supplies. Maintains record management and retention schedules. Provides information and assistance to Conservationist Supervisor and Satellite Coordinators regarding the financial aspects of facility operations. Ensures accuracy of property, equipment and facility inventories.

20% Provides daily supervision of business services, personnel, vehicle, and in-camp operations at the CCC Center and Satellite and schedules staff to provide office coverage. Assures completeness and accuracy of all work relating to finance, procurement, equipment, contracts, personnel, and record keeping. Completes performance evaluations, provides training, and ensures appropriate disciplinary action is taken if necessary.

5%	Works with Conservationist Supervisor and Satellite Coordinators to arrange for repair and upgrade of satellite facility as needed. Responsible for upkeep, repair, and maintenance of buildings and landscaping at all District locations to maintain a safe, clean, and well-organized environment. Schedules appropriate seasonal changes in landscaping. Functions as staff contact person for Environmental Health and other state and local inspectors.
5%	Responsible for vehicle inspections, repairs, and maintenance. Ensures that vehicle operators follow maintenance schedule and safe operating techniques and standards for vehicle repair and use. Reviews DMV pull notices, vehicle operator records and schedules needed repairs. Prepares monthly vehicle reports.
5%	Performs other duties as required, including response to emergencies.