

DUTY STATEMENT

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| ORGANIZATION (DIVISION/REGION/BOARD) Central Valley Water Board - Fresno | UNIT Operational Support | POSITION # 880-155-4800-001 | DATE March 2023 |
| NAME OF EMPLOYEE (IF APPLICABLE) Vacant | | | |
| CURRENT CLASSIFICATION Staff Services Manager I | | PROPOSED CLASSIFICATION (IF APPLICABLE) | |
| NAME OF SUPERVISOR Clay Rodgers | | | |
| CURRENT CLASSIFICATION OF SUPERVISOR Assistant Executive Officer | | 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 |
| 2 | Assoc. Government Program Analysts | | |
| 2 | Staff Services Analysts | | |
| 1 | Office Technician (Typing) | | |
| 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 | | |
| 35% | <p>Under the general direction of the Assistant Executive Officer in Fresno 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. Specific responsibilities include:</p> <p>Supervise the day-to-day activities of the Operational Support Unit in Fresno, provide direct supervision to staff who are performing various support activities for technical units and administrative activities. Support for technical units include managing contracts, database input, data organization, and other duties as required. Administrative function activities include personnel, hiring, position control, purchasing, equipment inventory, records management, and clerical support. Organizing and directing the Unit includes providing leadership; mentoring and training staff; managing workload and assignments; establishing performance expectations and reviewing and proposing improvements for staff work; and approving staff work schedules, monitoring attendance, and approving time sheets and time off requests. In addition, prepare staff's Probationary Reports and Individual Development Plans (IDP); identify and address performance issues and provide staff recognition; recruit and hire staff using Best Hiring Practices; and supervise and coordinate resolution of program and policy issues among the Operational Support Unit.</p> | | |
| 30% | <p>Supervise the facility management of office space and operations, supply and furniture purchasing, contracting activities, health and safety practices, fleet management, asset tracking, and receptionist desk and mail room services. Manage office space with responsibility for maintenance, repairs, equipment, and services. Oversee and maintain seating charts and floor plans for Fresno office. Ensure accuracy, timeliness, and completeness of Business Services requests, including order processing and delivery of requested office supplies.</p> | | |

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| 15% | Ensure maintenance of field equipment inventory and supplies, fleet vehicles and records, and service for repairs, office equipment, and the office building. Act as liaison to the Central Valley Water Board's Rancho Cordova office in all business matters. Make recommendations on future purchases of vehicles, equipment, services, and supplies. Maintain record management and retention schedules. Ensure accuracy of property, equipment, and facility inventories. |
| 10% | Assist in the most complex technical work relating to recruitment and hiring of new employees. Oversee the collection and processing of time sheets and track data on employee activities and expenditures. Track operating budget allocations and expenditures. Develop expenditure alternatives to ensure that the office stays within allotments. |
| 5% | Participate, as required, in assignments necessary or desirable to carry-out the mission of the Board, such as serving on appropriate committees and meeting with customers and interest groups. |
| 5% | Perform other duties as required. |
| Employee Signature: _____ Date Signed: _____ | |