

# DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) SF Bay RWQCB	UNIT Management Services	POSITION # 880-120-4800-001	DATE May 30, 2023
NAME OF EMPLOYEE (IF APPLICABLE) Vacant			
CURRENT CLASSIFICATION Staff Services Manager I		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Eileen M. White			
CURRENT CLASSIFICATION OF SUPERVISOR Executive Officer II		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	Associate Governmental Program Analysts		
1	Staff Services Analyst		
1	Office Technician (Typing)		
1	Scientific Aid		
4	Seasonal Clerk		
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		
20%	<p>Under the general direction of the Executive Officer II, the Staff Services Manager I functions as a member of the Regional Board's management team. Leading the board's Management Services Division, the incumbent plans, organizes, and directs the work of staff involved in the board's administrative programs, including budgets, personnel, information services, and administrative and clerical support services.</p> <p>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>Provides daily supervision of administrative and clerical staff in the Management Services Division (MSD). Plans, organizes, directs, monitors, and evaluates the activities and performance of the MSD staff who engage in a variety of analytical, administrative, and clerical duties that assist regional technical staff and the staff of State Board's Division of Administrative Services (DAS). Assures completeness and accuracy of all work performed within the MSD. Schedules MSD staff to ensure office coverage.</p> <p>Oversees traditional administrative support functions, including oversight of reception, files, purchasing, facility planning, records retention, and payment of bills. Completes special projects to support the administrative functions of the office. Supports workforce planning and develops MSD staff by providing mentoring, training, growth opportunities, and developmental experiences to prepare them for career advancement and to create a motivated and cohesive team. Plans and coordinates weekly MSD staff meetings to collaborate and coordinate workload and address program issues.</p>		

20%	Plans, organizes, directs, monitors, and evaluates the administrative and business services functions related to Procurement, Accounting, Budgets, Contracts, Facilities, Fleet, Health and Safety, Training, Travel, and Human Resources (HR) management activities at the regional level to ensure workload is completed and deadlines are met. Assists and advises management and staff regarding all program support functions, policies, and procedures. Acts as liaison for the Regional Board with the public, other agencies, other Regional Boards, and the State Board regarding program support functions. Collaborates with local Department of General Services (DGS) staff regarding building and office space related matters. Responds to administrative tasks required by State Board DAS. Participates in bi-monthly Administrative Officer (AO) teleconferences and attends bi-annual AO roundtables in Sacramento.
15%	Supervises staff responsible for preparation and tracking of Request for Personnel Action (RPA) packages; tracking of vacancies; and monthly reconciliation of positions with official Organization Charts. Maintains knowledge of provisions and interpretation of Bargaining Unit Contracts (MOU's); Administrative Procedures; Department and other State laws, rules, and regulations; and advises management, supervisors, and staff on the same. Exercises a high degree of initiative and independent judgment in performing assigned tasks and maintain confidentiality of all personnel matters. Supervises staff responsible for onboarding new employees; and ensures that new employee health and personnel documents are completed and submitted in a timely manner. Supervises staff who are the primary contact with DAS HR Office to resolve complex issues related to pay, health benefits, and other related matters. Maintains control and tracks completion of annual appraisal and development documents and probationary reports for the office.
15%	Communicates orally and in writing via email, written reports, project correspondence, power point presentations and meetings with peers, supervisors, management, and external stakeholders. Provide status of tasks or projects, shares administrative information, seeks input, and facilitates and supports decisions. Works collaboratively in groups internally and with external stakeholders to develop administrative and procedural recommendations for projects and issues related to their expertise and assignments. Prepares special reports as necessary by collecting, analyzing, and summarizing information for management.
10%	Works independently on region-wide issues, as well as on a wide variety of management and programmatic tasks. Participates in weekly Division Managers meetings; monthly executive meetings; monthly supervisor trainings; monthly All-Staff meetings; and several ad-hoc meetings regarding policy analysis and formulation, program evaluation, and quality improvement activities. Assists Executive Officer and Assistant Executive Officers in reviewing complex, critical, and sensitive actions that affect management, staff, and program aspects of the Regional Board. Shows initiative and exercises good judgment in making decisions on complex management issues. Develops proposals and recommendations to solve problems or improve existing programs and systems by analyzing problems and situations, evaluating alternatives and risks, and creating mitigation strategies. Implements methods for resolving problems, as needed.
10%	Supervises regional board fiscal management in consultation with State Board DAS Budget Branch. Acts as consultant to management and staff for complex fiscal issues

	<p>and budget related matters pertaining to the Regional Board. Evaluates resource needs. Summarizes complex fiscal analysis, identifies trends, and provides forecasts to assist with financial decisions related to the Regional Board. Proposes redirection of resources as necessary to meet program objectives and goals. Uses signature authority for Regional Board to process payment for expenses and obligations, such as invoices, procurement documents, and contract approvals. Participates in quarterly budget reviews by State Board DAS Budget Branch staff.</p>
5%	<p>Supervises MSD staff who produce Board Meeting documents and meeting setup. Works collaboratively with the Executive team to ensure the board meetings are well orchestrated, delivering to the public, board members and staff an effective meeting with all deliverables met with quality and timeliness. Works closely with the Department of Information Technology (DIT) regarding any new DIT hardware/software and policy/procedures that affect the Regional Board. Supervises MSD staff who respond to Public Records Act (PRA) requests and addresses any issues in retrieving records or responding to requests.</p>
5%	<p>Performs other duties as required.</p> <p>Employee Signature: _____ Date Signed: _____</p>