

DUTY STATEMENT

1. Institution/Division/Office: Central Office/Administration Division/CALPIA		2. Unit/Industry/Enterprise: Administration Division	
3. Classification Title: Assistant General Manager, Administration Division (CEA-B)		4. Proposed Incumbent (if known): Vacant	
5. Current Position Number (Agency-Unit-Class-Serial): 063-040-7500-001		6. Effective Date:	
7. Briefly (1 or 2 sentences) describe the position's organization setting and major functions: Under the general direction of the General Manager, the Assistant General Manager, Administration Division is responsible for directing, through subordinate managers, all administrative functions of the California Prison Industry Authority. The Assistant General Manager, Administration Division functions as a key policy advisor to the General Manager on all administrative matters and their related program impact.			
8. Work Schedule: Monday-Friday 8:00 a.m. – 5:00 p.m.			
9. Percentage (%) of time performing duties:		10. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group related tasks under the same percentage (%) with the highest percentage (%) listed first.	
35%		<p style="text-align: center;">ESSENTIAL FUNCTIONS</p> <p>Plans, develops and implements policies and procedures relating to the department's Administration program: Human Resources, Staff Development, Discipline, Labor Relations, and Business Services, which includes delegated procurement and contract services.</p>	
30%		As a member of the department's executive management team, the Assistant General Manager, Administration Division, actively participates in planning and policy development strategy sessions pertaining to all departmental matters and programs. The incumbent assists with policy decisions regarding the sale of goods and services and the capacity to produce goods.	
15%		The Assistant General Manager, Administration Division, serves as a key policy advisor to the General Manager and Chief Assistant General Manager on all administrative matters and the impact on the department's programs.	
10%		The incumbent is a key sponsor in agency-wide initiatives related to leadership and succession planning, hiring mandates and practices, procurement methods and regulations, facility improvements and sustainability measures, and labor related updates, requirements and discipline.	
5%		Oversees the administration and delivery of the Executive Leadership Academy in support of the department's succession planning efforts.	
		(Continued on Page Two)	

