

DUTY STATEMENT

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DUTY STATEMENT

Employee Name: Vacant	Current Date: July 2025
Classification: Staff Services Manager I	Position #: 673-210-4800-001
Division/Office: Enforcement Division	CBID: S01
Section: Enforcement Division Administration Section	
Supervisor Name: Heather Quiros	Supervisor Classification: CEA

I certify that this duty statement represents an accurate description of the essential functions of this position.	
Supervisor:	Date:

I have read this duty statement and agree that it represents the duties I am assigned.	
Employee:	Date:

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- ☒ Designated under Conflict of Interest Code.
- ☐ Duties performed may require pre-employment physical.
- ☐ Duties performed may require drug testing.
- ☒ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires the utilization of a 32-pound self-contained breathing apparatus.
- ☐ Operates heavy motorized vehicles.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Works at elevated heights or near fast moving machinery or traffic.
- ☐ Performs other duties requiring high physical demand. (Explain below):
- ☐ Duties require use of hearing protection and annual hearing examinations.

SUPERVISION EXERCISED

<input type="checkbox"/> None	<input type="checkbox"/> Lead Person
<input checked="" type="checkbox"/> Supervisor	<input type="checkbox"/> Team Leader

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FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises: 4 – Associate Governmental Program Analyst, 1 – Office Technician

Total number of positions in Section/Branch/Office for which this position is responsible: 5

FOR LEADPERSONS OR TEAM LEADERS ONLY: N/A

Indicate the number of positions by classification that this position LEADS: N/A

MISSION OF SECTION: The Enforcement Division Administration Section (EDAS) is responsible for the administrative functions of the Enforcement Division (ED). The section provides analytical support services in the areas of personnel, budgets, accounting, contracts, equipment, space planning, web page maintenance, and other functions.

CONCEPT OF POSITION: Under the general direction of the Division Chief (DC) and the Assistant Division Chief (ADC), the Staff Services Manager I (SSM I) oversees the Administration program and Section of CARB's Enforcement Division. The SSM I exercises a high degree of initiative and independence in this capacity and possesses extensive knowledge on State administrative procedures. The SSM I has primary management oversight for and provides leadership, direction, and supervision to the analytical and clerical classifications within EDAS. The incumbent provides consultative and technical support to division management as it pertains to various phases of the recruitment and hiring process and ensures compliance with relevant laws, regulations, and policies. Travel between the Sacramento and Riverside offices will be required, up to 5%.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
30% - E	Directs and supervises EDAS staff in the performance of personnel, budget, procurement, accounting, contracts, fleet, facilities, website management, and settlement agreements/standard documentation. Provides direction and guidance to subordinate staff regarding ongoing assignments and daily work activities to ensure deadlines are met. Delegates responsibility to staff to facilitate timely completion of work. Plan, direct implement, evaluate, and control the division's administrative program in consultation with the DC and the ADC. Provides ongoing recommendations to the DC/ADC on long-range administrative planning. Work closely with CARB's Administration Services Division, Fiscal Services Division, and the Office of Information Services Division to support administrative and IT needs.
15% - E	Counsels and advises managers and supervisors on recruitment and hiring, performance appraisals, probations reports, disciplinary matters, and various administrative matters. Provides guidance and interpretation of various laws, regulations, rules, and serves as a resource for division managers and supervisors. Provides review and recommendation on disciplinary documentation. Reviews and recommends solutions regarding discipline and other employee issues to the DC and the ADC.

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15% - E	Provides policy guidance to the DC/ADC on various administrative areas such as personnel management, organizational structure, and labor relations. Develops, authors, and updates division policies, procedures, and guidance material as it pertains to administrative functions, ensuring procedures are clear, concise and accurate.
10% - E	Oversee the Standard Process for Enforcement Division settlement templates and the movement of case documentation. Research, review, and provide analysis on enhancement of standard documentation processes and procedures, training division staff and management when necessary. Develops policies, procedures, and guidance material on standard documentation and ensures compliance. Works closely with division management, the Legal Office, and investigators to evaluate the effectiveness of revised procedures.
10% - E	Promotes a positive, productive, and supportive team environment. Coaches, develops, directs, and evaluates subordinate administrative staff; assigns workload and special projects to staff and evaluates and reviews the completed product for accuracy and adequacy; develops the analytical and decision-making skills of subordinate staff through discussion and critique. Provides leadership, while arranging and approving training and development opportunities for staff to increase knowledge base and encourage upward mobility. Utilizes effective communication strategies and performance management techniques in providing staff feedback; counsels staff as needed.
10% - E	Serves as a subject matter expert on process improvement for the Enforcement Division Administration Section. Independently evaluates workflow processes to improve accountability, operational efficiencies, and customer experience. Employs a variety of techniques to evaluate workflow processes. Prepares work plans specific to process improvement projects. Leads and participates in teams consisting of subject matter experts and end-users to evaluate workflows, and policies and procedures, that guide and support specific processes.
5% - E	Review work and evaluate staff performance by completing probationary reports, annual performance appraisals and individual development plans to ensure performance expectations are met. Completes personnel action documentation and conducts hiring interviews to maintain adequate staffing levels and facilitate the recruitment process. Review and approve administrative requests from staff including leave, travel, and training in a timely and appropriate manner and consistent with policy.
5% - M	Implement and complete special projects as assigned, depending on division needs and priorities. Performs other ad-hoc assignments as needed. Attend weekly branch chief meetings, monthly managers meetings, weekly check-in meetings, and other required meetings and trainings as necessary.