

DUTY STATEMENT

1. Institution/Division/Office: Central office/Admin		2. Unit/Industry/Enterprise: Business Services Section	
3. Classification Title: Business Services Officer II - Specialist		4. Proposed Incumbent (if known): Vacant (LT)	
5. Current Position Number (Agency-Unit-Class-Serial): 063-042-4970-902		6. Effective Date:	
7. Briefly (1 or 2 sentences) describe the position's organization setting and major functions: Under the direction of the Chief of Business Services, the Business Services Officer II (Specialist) will lead the Sustainability Team, lead the Health & Safety efforts at Central Office, and lead all Modular System furniture reconfigures, project planning, and engage Construction, and Maintenance & Repair in a Sustainable way.			
8. Work Schedule: Monday-Friday 8:00am-5:00pm			
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.	
		ESSENTIAL FUNCTIONS	
35%	Lead the Sustainability Team of Business Services Officer I Specialist, and Business Services Assistant in all the Sustainability efforts for CALPIA. Responsible for all DGS office of Sustainability and Roadmap development, planning, submission, and executing approved efforts for CALPIA, which include zero emissions fleet, water, energy, renewable energy, green house emissions, and recycle programs. Analyze all Senate and Assembly bills, management memorandums, and executive orders that relate to Sustainability and apply the language to CALPIA project efforts. Engage the Executive team and all CALPIA in the Sustainability efforts and how they impact the enterprises across the State. Attend Sustainability work group meetings, conferences, and workshops.		
30%	Lead and train staff that support the Sustainability Team and H&S efforts of Central Office. Train staff to complete annual control agency reports (i.e., Contract Status, Small Business, Recycled Purchasing, Waste Diversion, and DVBE) and correspondence relating to procurement services. Maintain and update an automated tracking system for Service and Expense Orders and Service Contracts. Ensure all data is migrated into the Sustainability Facility Data sheet. Recommend and prepare budget change proposals for Central Office projects for Capital projects, reconfigures, and Maintenance and Repair efforts. Track and be prepared to discuss budget expenses, CPIN project expenses, and request additional dollars as necessary.		
20%	Report the team's progress and individual contributions to the Chief. Comply with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including, but not limited to: hiring, employee development, and management. Assist with recruitment efforts as necessary. Identify appropriate long-range plans and goals to address succession planning and knowledge transfer.		
10%	Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time, and submit time sheets by the due date.		
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