

DUTY STATEMENT

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DUTY STATEMENT

Employee Name:	Current Date: October 2025
Classification: Staff Services Manager II (Supervisory)	Position #: 673-510-4801-001
Division/Office: Monitoring and Laboratory Division	CBID: S01
Section: Administrative Support Branch	
Supervisor Name: Walter Ham, Chief	Supervisor Classification: Career Executive Assignment

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

☐ None	☐ Lead Person
☒ Supervisor	☐ Team Leader

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FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position **DIRECTLY** supervises:

2.0 Staff Services Manager I (SSMI)

Total number of positions in Section/Branch/Office for which this position is responsible: 12

FOR LEADPERSONS OR TEAM LEADERS ONLY:

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

MISSION OF SECTION: The Administrative Support Branch (ASB) provides consolidated administrative support to the Monitoring and Laboratory Division (MLD). There are two sections within the ASB. The Administrative Section provides direct clerical support the Division Chief and Assistant Division Chief; and supports the Division in the areas of personnel, budgets, grants, accounting, and acquisitions. The Division Support Section provides support to the Division in the areas of health and safety, facilities and space planning, fleet, asset management, and records management; as well as the MLD stockroom/warehouse operations.

CONCEPT OF POSITION:

Under the general direction of MLD Division Chief, and in collaboration with the Division Office Management Team, the SSMII is responsible for planning, directing, and managing subordinate supervisors and staff conducting day-to-day operations and program support relative to business services, acquisitions, budgets, personnel, health and safety, and other administrative functions.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
30%-E	Provides policy direction, decision making, oversight, strategic planning and resource management for the ASB. Directly supervises and provides the highest level of expertise to the ASB Section Managers, who manage the areas of personnel, budgets, acquisitions, training, health and safety, business services, and other administrative responsibilities for the Division. Provides guidance and direction to section managers to plan and manage staff activities, ensure quality staff work products and resolve issues. Builds and maintains necessary subject matter expertise to support staff and Division management team, and lead Branch work.
25%-E	Oversees the development and implementation of branch activities including budget and resource planning. Manages and reports on overall Division budget, allocation, and expenditures. Collaborates with the Division Chief and Assistant Division chief on budget and grant priorities, making recommendations for adjustments to ensure Division goals are met. Ensures all administrative activities comply with agency and State policies and prioritizes diversity, equity and inclusion best practices in the Branch and Division.

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25%-E	Manages overall recruitment, hiring, and training of Branch staff. Advise and assist Division management with their administrative and personnel-related issues. Develops and maintains formal internal onboarding and offboarding procedures in collaboration with the section manager and personnel liaison. Ensures that all ASB employees are made accountable to meet work performance standards and work with management and the Administrative Services Division to initiate disciplinary action, when required. Complete probation reports and annual performance reviews.
10% - E	Participates and presents in weekly Division Office Management meetings, and monthly management team meetings. Collaborates with the management team to address division-wide administrative and program needs, and participates in workgroups and workplace initiatives.
10% - M	Completes special projects as assigned, based on division needs and priorities. Acts on behalf of the MLD Division Chief or the Assistant Division Chief in their absence, as necessary. Perform other duties as necessary.