

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

 Current Proposed

RPA NUMBER 29799	DGS DIVISION / OFFICE or CLIENT AGENCY Sacramento-San Joaquin Delta Conservancy	
UNIT NAME Administration	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 1450 Halyard Drive, Suite 6, West Sacramento, CA 95691	
CIVIL SERVICE CLASSIFICATION Supervisor II	POSITION NUMBER 531-100-4801-001	CBID S01
POSITION ELIGIBLE FOR TELEWORK: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	PROBATIONARY PERIOD <input type="checkbox"/> 6 Months <input checked="" type="checkbox"/> 12 Months <input checked="" type="checkbox"/> N/A	WORK WEEK GROUP E
WORK SCHEDULE (DAYS / HOURS) Monday - Friday / 0630 to 1830 (Flex)	TENURE Limited Term	
WORKING TITLE Administration Manager	TIMEBASE Full-Time	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	BILINGUAL POSITION: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LANGUAGE NEEDED: <input checked="" type="checkbox"/> Verbal <input checked="" type="checkbox"/> Written Proficiency language in: English	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION Rank and File Supervisor Specialist Office of Administrative Hearings Client Agency

Working collaboratively and in coordination with local communities, the Sacramento-San Joaquin Delta Conservancy (Conservancy) leads efforts to protect, enhance, and restore the Delta's economy, agriculture and working landscapes, and environment, for the benefit of the Delta region, its local communities, and the citizens of California.

2022-2027 Delta Conservancy's Guiding Principles:

- Acts in collaboration with the communities of the Delta and Suisun Marsh to implement multi-benefit initiatives.
- Operates with integrity in a transparent and accessible manner.
- Supports efforts that advance both environmental protection and economic well-being of the Delta in a complementary manner.
- Uses best available science.
- Recognizes and values the unique nature of the history, culture, communities, and ecosystems of the Delta and Suisun Marsh.
- Believes that access to natural resources, the benefits of ecological health, and the advantages of economic growth should be equitably distributed and accessible for all.
- Is committed to creating an inclusive workplace that promotes and values diversity.

POSITION CONCEPT

Under the general direction of the Deputy Executive Officer, the Administration Manager is responsible for providing oversight, guidance, and management of the Conservancy's Administration Division; managing and resolving the most difficult, complex and sensitive administrative issues; formulating and maintaining policies and procedures; managing personnel; and providing analyses and advice regarding complex governmental and administrative issues.

Medical Clearance Background Clearance Typing DMV Pull Notice Drug Testing

SPECIAL REQUIREMENTS Vehicle Home Storage Permit Driver's License and Class (specify below in Description) Certificate (specify below in Description)
 Professional License (specify below in Description) Other (specify below in Description)

ESSENTIAL FUNCTIONS

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PERCENTAGE	DESCRIPTION
30%	ADMNINISTRATIVE MANAGEMENT Oversees, takes action, and advises on human resource and other administrative operations of the Conservancy by providing skills, expertise, and technical direction regarding interpretation and implementation of new, existing, and proposed statewide administrative statutory, regulatory, and policy mandates. Responsible for taking actions and making recommendations to guide Conservancy efforts by evaluating the effectiveness of administrative policy and actions and providing skills and expertise in the development and implementation of new policy and procedures, and revisions to existing policy and procedures related to human resource and administrative operations.
30%	ADMINISTRATIVE GUIDANCE AND RECOMMENDATIONS Manages and resolves the most difficult, complex and sensitive administrative issues of the Conservancy's grant, contract, budget, accounting, and other administrative functions by taking action, conducting analyses, researching, evaluating, monitoring, and making recommendations on needs, efficiencies, and program improvement; and formulating recommendations to management and executive staff regarding actions and resource allocations, in order to guide the best course of action and to ensure consistency, quality, effectiveness, and alignment with the Conservancy's mission, strategic plan, and implementation plan.
15%	POLICIES AND PROCEDURES Advises executive and other leadership staff on matters of administrative policies and procedures to ensure compliance with statewide guidelines and mandates. Formulates and maintains Conservancy administrative and human resources policies and procedures.
15%	PERSONNEL MANAGEMENT Manages, directs, develops, and reviews the work of a hybrid workforce by performing full range of supervisory duties such as setting expectations, providing feedback, evaluating performance, succession planning, and team building in order to guide staff, provide opportunities for development, manage performance, and foster an inclusive workplace.
10%	ANALYSIS AND ADVICE Analyzes a variety of complex governmental and managerial problems and provides advice and recommendations to executive staff; establishes and maintains priorities; makes presentations; and performs other duties as required.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS Travel (Specify the percentage in the travel box below)Travel 10 % of the time to various locations and may include overnight travel by various methods of transportation.**SUPERVISION RECEIVED**

The Administration Manager (Supervisor II) is supervised by the Deputy Executive Officer, but may also receive assignments from the Executive Officer.

SUPERVISION EXERCISED

Supervision of employee(s) in the supervisory classification or other relevant classifications.

ATTENDANCE

Incumbent must maintain acceptable, consistent, and predictable attendance as determined at the Conservancy's sole discretion. Must be regularly available and willing to work the hours the Conservancy determines are desirable to meet its business needs.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

All Conservancy employees are expected to work cooperatively and conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work-related activities, and anytime they represent the Conservancy. Additionally, all Conservancy employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, bullying, inappropriate conduct, and retaliation.

WORK ENVIRONMENT

The duties of this position are performed primarily indoors. The incumbent's workstation is equipped with standard or ergonomic office equipment, as appropriate. Prolonged sitting or standing, and use of telephone, personal computer, multi-function printer, and computer programs (such as, but not limited to Microsoft Office Suite, Microsoft Teams, Zoom, Adobe Acrobat, ABCRS, and RAPTR) are required. Travel is required up to 10 percent of the time (including driving or riding in a vehicle); incumbent may be required to work outdoors, occasionally moving across uneven terrain and working in inclement weather, when required to participate in activities such as site visits, tours, or events.

TELEWORK ELIGIBILITY AND EXPECTATIONS

This position is eligible for telework. The alternate work location and specific working schedule must be documented on an approved Telework Agreement. All Telework Agreements are developed under and subject to the conditions and criteria established by the Delta Conservancy Telework Policy.

Duties of this position are subject to change and may be revised as needed or required.

DESIRABLE QUALIFICATIONS**Experience**

- Demonstrated supervisory experience, including the ability to mentor, coach, motivate, and develop staff while promoting accountability and professional growth.
- Experience managing a broad range of administrative functions, including budgeting, accounting, grants and contracts administration, procurement, business services, travel, facilities, information technology, communications, auditing, and human resources.
- Experience working collaboratively with state control agencies, such as the Department of Finance (DOF), Department of General Services (DGS), and California Department of Human Resources (CalHR).
- Experience developing, implementing, and updating policies and procedures to support effective and compliant operations.
- Experience overseeing or managing audits, including fiscal, compliance, operational, or program audits, and ensuring timely resolution of findings.
- Experience preparing and communicating information effectively to a variety of audiences, including executive leadership, staff, external partners, and oversight entities.

DUTY STATEMENT**Skills**

- Demonstrated ability to apply critical thinking, conduct thorough analysis, and develop sound, well-reasoned recommendations.
- Strong verbal and written communication skills, with the ability to convey complex information clearly and effectively.
- Proven ability to work independently while following direction, exercising initiative, and completing assignments to completion.
- Ability to perform effectively under pressure and tight deadlines, managing multiple priorities while producing accurate and timely work.
- Demonstrated ability to collaborate productively with diverse stakeholders and multiple agencies.
- Ability to research, interpret, and apply laws, regulations, policies, and guidance to ensure compliance and informed decision-making.
- Strong organizational and time management skills with a high level of attention to detail.
- Flexible, adaptable, and open-minded, with a positive and professional approach to change.
- Proficient in Microsoft Outlook, Excel, Word, PowerPoint, and SharePoint.
- Familiar with DocuSign, Fiscal Information System for California (FISCal), and Agency Bonds Consolidated Reporting System (ABCRS), RAPTOR.

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at reasonableaccommodation@dgs.ca.gov)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

I have discussed the duties of the position with the employee and certify the duty statement represents an accurate description of the essential functions of the position. I have provided the employee with a copy of this duty statement.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED