



DUTY STATEMENT

CURRENT

PROPOSED

RPA Number: 25-153	Classification Title: Supervisor I	Position Number: 835-171-4800-006
Incumbent Name: Vacant	Working Title: Supervisor I	Effective Date: TBD
Tenure: Permanent	Time Base: Full Time	Intermittent Hours Per Month: N/A
Division/Office: AFITS	Section/Unit: Administrative Services Section/Administrative, Health and Safety Unit	Reporting Location: Sacramento
Supervisor's Name: Megan Frink	Supervisor's Classification: Supervisor II	CBID: S01
Confidential Designation: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Designated Position for Conflict of Interest: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Position Telework Eligible: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Supervision Exercised: <input type="checkbox"/> None <input type="checkbox"/> Lead <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Supervisory		

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement:

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and adhere to department policies and procedures regarding attendance, leave, and conduct.



Position Description:

Under the general direction of the Supervisor II within the AFITS Division, the incumbent serves as a first-line supervisor over a team performing analytical and administrative support work. The Supervisor I is responsible for independently leading a team to competently and timely complete complex or sensitive tasks in planning and coordinating the Administration and Health and Safety functions for CalRecycle. This includes formulating business management policies and monitoring adherence to CalRecycle policy, the State Administrative Manual, and other guidelines. The incumbent is expected to be familiar with administrative principles, practices, and trends in business management services to ensure compliance with applicable laws, regulations, policies, and procedures required by CalRecycle and control agencies.

Essential Functions (including percentage of time):

- 40% Provide supervisory oversight to the Administration, Health & Safety Unit. Responsibilities include establishing work priorities, delegating tasks, and setting timelines. Perform performance evaluations, assess competencies and identify areas of improvement. Develops training programs, mentors staff and promotes continuous improvement. The incumbent is responsible for ensuring critical administrative functions including health and safety protocols, ergonomic assessments, continuity planning, asset management, Wellness Program, PPE deployment, forms management, and records retention are all in compliance with the State Administrative Manual (SAM) and CalRecycle policies. Recommend and implement policies, plans, and procedures in alignment with divisional and executive objectives, ensuring they uphold the governance of state business practices and maintain the integrity of state practices and principles. Assign, review, and evaluate the work of staff, facilitate staff meetings and set clear goals to ensure their completion. Oversee a comprehensive training and development program across the unit, emphasizing mentorship and skill enhancement. Some of these duties will require in-person presence.

- 20% Serve as the main point of contact for emergency coordination for CalRecycle. Manage Emergency Team volunteers, work independently to coordinate building emergency response teams, training drills, emergency evacuations; briefing and debriefs; responsible for development and dissemination of current Emergency Plan handbook; liaison to management and first responders during emergencies, evacuations, and drills; advisor to management on emergency situations. Conducts routine health and safety walk-throughs to ensure all health and safety threats are reduced and/or eliminated. Oversee and maintain records of annual fire evacuation drills and safety training. Responsible for dissemination of current health and safety matters to CalRecycle’s management; supervise staff to ensure that emergency supplies kits are stocked at all CalRecycle buildings. Some of these duties will require in-person presence.

- 15% Working through the team, oversee and assist with the development, updating, and maintenance of CalRecycle’s emergency management Continuity program, plans, tools, and planning guidance. This includes maintenance and update of CalRecycle’s Continuity SharePoint, annual review and analysis of program guidelines and checklists received from CalRecycle’s divisions and branches, and compliance to standards established by Cal OES. Some of these duties will require in-person presence.



15% Working through the team, oversee procurement, contract management, and budgeting, ensuring compliance and efficient resource allocation based on periodic financial analysis. This involves crafting an annual fiscal year budget, tracking expenses, and making data-informed resource distribution adjustments, all while adhering to state budget and organizational standards. Some of these duties will require in-person presence.

5% Manage digital content on the Business Management Branch SharePoint and external websites, involving routing updates and periodic audits. Ensure up-to-date information and compliance with IT, ADA, OPA, and legal standards. Coordinate administrative policies and procedures to streamline tasks and improve operational efficiency. Conduct regular compliance audits and present findings to upper management for strategic decision making. Some of these duties will require in-person presence.

Marginal Functions (Including a percentage of the time):

5% Advise executive management on sensitive or complex concerns regarding administration-related matters and provide options as necessary. Complete or assist others in special projects as required.

Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for extended periods. Ability to lift 15 pounds, bend, and reach above shoulders to retrieve files and/or documents.

Typical Working Conditions:

The incumbent works in a high-rise office building in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work, may be necessary during the year end closing process or when the department is mission tasked. Travel may be required locally and within the state.

Special Requirements of Position (Check all that apply):

- Duties performed may require pre-employment and/ or routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
- Duties require participation in the DMV Pull Notice Program.
- Performs other duties requiring high physical demand. (Explain below)
- Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
- Other (Explain below)

Explanation:



Supervisor Statement

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

Supervisor Name	Supervisor Signature	Date

Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

**A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Employee Name	Employee Signature	Date