

Duty Statement

Supervisory

Section I POSITION INFORMATION

Print or type.	A. Current Position Number 785-301-4801-002	B. Probationary Period /Job Evaluation Period 12 Months	C. Form 700 Filer? Yes
	D. Incumbent Name Supervisor II / Manager of Archival Operations	E. Classification/Job Title	F. Date of Hire
	G. Unit, Section, Division Archival Operations, Archives Division	H. Location Sacramento	
	I. Name of Immediate Supervisor/Manager Kira Dres	J. Classification/Title of Immediate Supervisor/Manager Assistant Division Chief/ Deputy State Archivist	
	K. CBID (Bargaining Unit) S01	L. Time Base Full Time	M. Tenure Permanent
	N. Work Schedule Monday – Friday	O. Work Hours 8:00 – 5:00	P. Telework Hybrid
Q. Background Check Required <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	R. Job Requires Driving Automobile <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	S. Certification Required <input type="checkbox"/> Yes Click here to enter text. <input checked="" type="checkbox"/> No	

Section II JOB DESCRIPTION

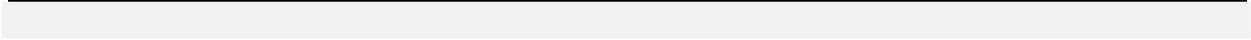
Indicate the major functions and associated duties, and the percentage of time spent on each (list higher percentages first). Essential functions assigned less than 5% should be combined with other task statements. The total percentage of all functions, including marginal, must equal 100%.

DESCRIBE THE ORIGINAL SETTING AND MAJOR FUNCTIONS

Under the general direction of the Assistant Division Chief (Manager II), the Manager of Archival Operations (Supervisor II) is responsible for the functions carried out in the Collections Management Unit. The Supervisor II will also oversee one Supervisor I (Records Management Manager) to ensure they are achieving the Archives’ goals and objectives. The incumbent oversees activities associated with the accessioning, processing, and preservation of historic records; ensures program accountability; and coordinates other initiatives and special projects undertaken by the Division. The Manager of Archival Operations is responsible for the supervision of a staff of professional archivists and technical staff and oversees special projects regarding ingesting, preserving, identifying, and providing access to government electronic records. The incumbent will also monitor digital imaging efforts for quality control, timeline, and customer service issues; supervise the development of MOUs with other agencies to transfer records of historic significance that may still have an active retention period; supervise the drafting of loan agreements and acquisitions documents; attend conferences and meetings; and coordinate other special projects, as requested.

The professional in this position must demonstrate credibility and integrity, excellent verbal and written communication skills, and good supervisory/leadership skills to prioritize workloads, achieve

organizational goals and objectives, and meet deadlines. Additionally, the incumbent must be able to act independently with a high-level of archival professional and technical expertise and maintain familiarity with State government policy and operations. This position requires the ability to resolve day-to-day situations by reasoning logically, creatively, and diplomatically. The incumbent must work cooperatively with others, maintain regular predictable attendance, and exercise good judgement.



ESSENTIAL FUNCTIONS

Percentage	Description of Duty
45%	<p><u>Administration</u></p> <p>Plan, organize, direct, implement and evaluate all activities of the Collections Management Unit, including responsibility for the Division’s accessioning, processing, preservation, and imaging functions. Oversee special projects regarding identifying, ingesting, preserving, and providing access to government electronic records, both digitized and born-digital. Supervise the development of MOUs with other agencies to transfer historic records to the State Archives, and the drafting of loan agreements and acquisitions documents. Gather statistical data and prepare reports. Assist with the development of strategic plans for the Division; formulate and implement Division policy and procedures; and assist with legislative analysis and the development of Budget Change Proposals (BCP). Supervise portions of the development, implementation and promotion of automation of Division procedures and services; gather information from staff relating to facility issues and concerns and contact SOS-Business Services; implement the mission and goals of the Division; and ensure the effective and efficient use of Division resources.</p>
45%	<p><u>Supervision</u></p> <p>Directly supervise the work of professional archivists and technical staff, as well as one Records Management Manager (Supervisor I); evaluate the performance of staff; review monthly workload reports; ensure all Division projects, assignments, and work activities are completed accurately and in accordance with deadlines; provide direction, guidance, and mentoring to staff; Monitor digital imaging efforts for quality control, timeline, and customer service issues; coordinate with SOS Human Resources to employ progressive discipline, as needed; create a collaborative work environment through team-based projects, regular team meetings, knowledge and idea sharing, frequent training opportunities, employee recognition, and team building activities; and build a strong workforce through regular 1:1 meetings and by creating opportunities for job shadowing, cross-training, and Individual Development Plans.</p>
5%	<p><u>Outreach</u></p> <p>Work cooperatively with internal and external partners to meet Archives objectives. Establish and maintain contacts with the Legislature, Governor’s Office, and other external organizations; make presentations to external partners and stakeholders; and attend meetings, conferences, and professional events on behalf of the Archives.</p>

MARGINAL FUNCTIONS

Percentage	Description of Duty
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5%	<p><u>Professional Activities</u></p> <p>Read professional literature and attend conferences, workshops, and lectures to keep abreast of current archival and records management practices; arrange and conduct tours for legislative, genealogy and other research groups; assist in the development of archival programs and procedures; prepare reports; and attend staff meetings and training sessions.</p>
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The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned that fall within their classification, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.

Section III **EMPLOYEE/SUPERVISOR STATEMENT**

EMPLOYEE'S STATEMENT: I HAVE READ AND UNDERSTAND THE DUTIES, RESPONSIBILITIES, AND PERFORMANCE EXPECTATIONS OF THE POSITION AND DISCUSSED WITH MY SUPERVISOR. I HAVE RECEIVED A COPY OF THE DUTY STATEMENT.

I CAN PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION WITH OR WITHOUT REASONABLE ACCOMMODATION: (If you believe reasonable accommodation is necessary, please initiate a discussion with either your supervisor or the Secretary of State's Human Resources Bureau).

EMPLOYEE NAME (PRINT FULL NAME) ▶	EMPLOYEE SIGNATURE ▶	DATE SIGNED ▶
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SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE.

SUPERVISOR NAME (PRINT FULL NAME) ▶	SUPERVISOR SIGNATURE ▶	DATE SIGNED ▶
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