



DUTY STATEMENT

CLASSIFICATION	DIVISION
Career Executive Assignment (CEA), B	Executive / Programs Division
WORKING TITLE	UNIT
Deputy Director of Programs Division	
POSITION NUMBER	COLLECTIVE BARGAINING UNIT
016-010-7500-003	M01
EMPLOYEE NAME	EFFECTIVE DATE
Vacant	

CSD Mission:

The mission of the Department of Community Services and Development (CSD) is to improve the economic security of vulnerable Californians through programs and partnerships that support the state's diverse communities.

Position Summary:

Under the general direction of the Department of Community Services and Development (CSD), Chief Deputy Director; the Deputy Director of Programs Division serves as a key policy advisor to the Director, responsible for leading the development of program policy for the entire organization and is responsible for making high-level decisions regarding the delivery of utility assistance and weatherization services to low-income Californians. The Deputy Director of Programs Division will plan, organize, manage, and evaluate the work of the Programs Division at CSD.

Essential Functions:

- 35% Advises and provides recommendations to the Director and Chief Deputy Director regarding overall policies for the entire organization and evaluates the impact these decisions may have on operations. Oversee the development and implementation of policies. Revises and implements existing policies and identifies and address outdated and/or policies that are no longer compliant with state and federal legislation, and regulations.

- 30% Plans, organizes, manages, and evaluates, through subordinate managers and supervisors, the work of the Programs Division responsible for administering the following programs: 1) Community Services Block Grant – an annual federal grant that provides or supports a variety of local services to alleviate the causes and conditions of poverty; 2) Low-Income Home Energy Assistance Program – an annual federal grant that provides financial assistance to offset the costs of heating/cooling residential dwellings; 3) U.S. Department of Energy Weatherization Assistance Program – an annual federal grant that provides weatherization services to low-income individuals; 4) Low-Income Weatherization Program –funded by the state cap-and-trade auction proceeds to provide energy efficiency and renewable energy services.

- 25% Serves as the primary lead for all cross-department energy policy and program coordination efforts involving state energy regulating agencies to

include: the California Public Utility Commission, California Air Resources Board, and California Energy Commission.

10% Represents the Department and provides subject matter expertise at public hearings, meetings, and conferences related to the Department. Establishes and maintains communication with public and private agencies and special interest groups. Advises the Director, Chief Deputy Director, and the Executive Management team of current activities and trends that may impact department programs. Perform other duties as required and consistent with department needs in alignment with the CEA class specifications.

Supervision Received:

The Deputy Director of Programs Division reports to the Chief Deputy Director.

Supervision Exercised:

The Deputy Director of Programs Division provides direct supervision to one Supervisor II and one Manager II.

Personal Contacts:

The position has ongoing responsibility for high-level contact with the Department of Energy, Department of Health and Human Services, Governor's Office, other State agencies and stakeholders.

Responsibility for Decisions and Consequences of Error:

The position has key policy-setting responsibilities and participates as a member of the Director's Executive management team. Policy decisions made by this position could have a direct impact on the health and safety of low-income Californians.

Conduct, Attendance, and Performance Expectations

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

This position performs administrative duties including, but not limited to: adheres to Department policies, rules, and procedures; submits administrative requests including leave, overtime, travel, and training in a timely and appropriate manner; accurately reports time; and submits time sheets by the due date.

Working Conditions:

- To promote collaboration, team cohesion, and employee development, CSD operates on a hybrid schedule in accordance with both Statewide and CSD's Telework Policies.
- Work at an alternate work location must be conducted in a space that is ergonomically sound, private, distraction-free, and has safe working conditions to be eligible to telework.
- Work performed in the office is in a climate-controlled building with both natural and artificial lighting.

- Work requires sitting for an extended period of time using a personal computer and the use of standard office equipment, such as phones, copiers, or scanners.
- Occasional travel may be required to attend meetings, training, and other job-related events.

Competencies:

- Leadership – Creates a sense of direction, purpose, and momentum for the organization’s mission. Creates a positive work environment offering clarity around goals and objectives and ensuring that those who are led work collaboratively to achieve results.
- Mentor and Coach – Ability to instruct, direct, and prompt subordinates to help them perform to their full potential.
- Customer Service – Personifies CSD’s number one objective, which is to provide clear, correct, courteous, complete, concise and competent services to all internal and external customers.
- Communication – Listens, writes, and presents ideas, opinions, and information in diverse situations.
- Resilience – Overcomes challenges, does the job, and remains optimistic under pressure and adversity.
- Diversity and Inclusion – Works effectively in an inclusive workplace where individual differences and perspectives are respected and leveraged to achieve organizational goals.
- Innovative – Demonstrates curiosity, develops new insights, considers creative approaches and applies novel solutions.
- Interpersonal Skills – Interacts positively with courtesy, sensitivity and respect with a variety of individuals and makes every effort to understand and relate to others.
- Collaboration - Develops, maintains, and strengthens relationships while working together to achieve results.
- Digital Fluency – Use technology effectively in the performance of one’s job. Includes the integration and acceptance of new technology when appropriate.
- Accountable – Makes decisions and remains accountable for those decisions.
- Reliable – Understands the importance of meeting deadlines and following through on commitments.

Special Requirements:

Conflict of Interest: This position is subject to Title 16, section 3830 of the California Code of Regulations. The incumbent is required to submit a Statement of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1st, and within 30 days of leaving office.

Employee Acknowledgement:

I have read and understand the duties and requirements listed above. I am able to perform these duties with or without reasonable accommodation. (If reasonable accommodation is necessary, please complete a Reasonable Accommodation Request Form from CSD Human Resources, Reasonable Accommodation Coordinator.)

Employee Signature

Date

Supervisor Acknowledgement:

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 and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Supervisor:

After signatures are obtained, make 3 copies:

- Send a copy to CSD HR (csd.hr@csd.ca.gov)
- Provide a copy to the Employee
- File a copy in the Supervisor's drop file