



Duty Statement

DIRECTORATE/DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Administrative Services Division	Career Executive Assignment (Level A)	681-600-7500-001
BRANCH (if applicable)	WORKING TITLE	CBID
N/A	Deputy Director of Administrative Services	M01
SECTION/UNIT (if applicable)	REPORTING LOCATION	INCUMBENT
N/A	715 P Street, Sacramento, CA 95814	N/A
IMMEDIATE SUPERVISOR		
Chief Deputy Director		
MISSION STATEMENT		
The mission of the Office of Energy Infrastructure Safety (Energy Safety) is to create a safer, sustainable California with utility infrastructure that is managed to reduce excavation and wildfire risk and is adaptable to an evolving climate.		
POSITION DESCRIPTION		
<p>Under the general direction of the Office of Energy Infrastructure Safety (Energy Safety) Chief Deputy Director, in close collaboration with the department’s Executive Team, and directly and through subordinate managers the Deputy Director of Administrative Services is responsible for the day-to-day administration of all activities related to Budget and Fiscal Services, Contracting and Procurement, Human Resources, Equal Employment Opportunity, Health and Safety, Training, Facilities and Fleet Management, Information Technology, and Business Services, including substantial participation in the formulation, operation, evaluation and implementation of administrative policies, processes, practices and reporting related to budget, fiscal, procurement, contracting, human resources, information technology, fleet, mailroom, reprographics, and facilities. The Deputy Director of Administrative Services, works closely with the Director, Chief Deputy Director, and senior management team to develop policies affecting all internal programs and activities, consults with management and staff on administrative matters, and acts as the department’s Equal Employment (EEO) Officer, Contracting and Procurement Officer, Chief Human Resources Officer, and Chief Budget Officer.</p>		
<p>In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives and experiences, and is free from discrimination. Employees are expected to provide all members of the public equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.</p>		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
35%	<p>Lead the Administrative Services Management Team, supporting executive level policy and decision-making regarding the direction and effective application of budgetary, fiscal, procurement, contracting, human resources, information technology, facilities and fleet management, and business services tools and principles to meet the business needs and objectives of Energy Safety. Represent Administrative Services Division and/or the Energy Safety with control agencies including California Natural Resources Agency, Department of Finance, State Controller’s Office, Department of Technology and Department of General Services, employees, and stakeholders on a variety of administrative issues and activities. Responsible to administer all state laws and regulations related to Budget and Fiscal Services, Procurement and Contracting, Human Resources, Information Technology, and Business Services. With subordinate administrative managers, manage, develop, and implement policies, procedures and tools to effect administrative responsibilities of Energy Safety with an orientation to providing high-quality customer service. Develop, implement, monitor, and report on internal controls to promote adherence to</p>	



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	<p>state laws and regulations. Develop and use metrics that indicate both a baseline of the effective delivery of administrative services to Energy Safety staff and a measurement of progress over time. Identify, develop, and use dashboards and other work tracking tools to monitor success and identify barriers facing the Administrative Services Management Team.</p> <p>Implement, update, and develop department protocols for internal investigations into alleged violations of EEO related policies to ensure efficient handling, in accordance with changes and updated to state rules and regulations. Handle the most complex or sensitive investigations as needed and provide factual findings to management so that prompt and appropriate corrective action is taken.</p>
<p>20%</p>	<p>Serve as the principal advisor to the Director on matters related to Budget and Fiscal Services, Contracting and Procurement, Information Technology, Human Resources, Equal Employment Opportunity, Health and Safety, Training, Facilities and Fleet Management, and Business Services. Maintain continuous awareness and knowledge of current changes and trends that impact Administrative Services such as changes in laws and regulation, court cases, and proposed legislation changes. Provide consultation, advice, and recommendations to all levels of departmental staff in the interpretation and implementation of statewide and Energy Safety policies related to the administrative functions of Energy Safety.</p> <p>Responsible for creating and submitting required EEO related reports to control agencies such as CalHR and SPB, including Workforce Analysis, Upward Mobility, Bilingual Services and LEAP, providing leadership and compliance as required.</p>
<p>20%</p>	<p>Lead strategic planning for Administrative Services. Work collaboratively within Energy Safety and contract service agencies to identify and implement administrative responsibilities for Energy Safety policy goals set by executive order, statute, Resources Agency or Director order. Work directly with subordinate managers in developing, adopting, and deploying short and long-range plans related to Budget and Fiscal Services, Procurement and Contracting, Human Resources, Equal Employment Opportunity, Health and Safety, Training, Facilities and Fleet Management, Information Technology, and Business Services across all Energy Safety offices statewide. Manage operations, competencies, and performance of Administrative Services by continuously seeking process improvements in organizational policies and programs, department budgets, and the assessment and forecasting of department resource needs. Develop a customer service model, with both an internal and external orientation, that provides Energy Safety managers, supervisors, and employees assistance and guidance in the processing of administrative transactions.</p> <p>Manage and evaluate the EEO discrimination and harassment complaint process. Ensure that allegations of discrimination, harassment, and retaliation are properly investigated. Review departmental policies and procedures to ensure they are nondiscriminatory and there is no illegal adverse impact against employees in any protected class.</p>
<p>15%</p>	<p>Oversee, guide, and direct the development and implementation of workforce and financial management activities for Administrative Services Division, including budgeting, contracting, cost monitoring, human resources matters, equal employment opportunity, health and safety, training, and facilities matters. Serve as a steward of the Energy Safety core values of accountability, excellence, integrity, open communication, and stewardship, as well as diversity, equity, and inclusion, and promote these values in the ethos of work units that report to the Deputy Director of Administrative Services.</p> <p>Maintain collaborative and consultative relationship with contract HR services and the Energy Safety employment lawyer(s) in order to ensure consistent application of EEO policies, programs, employee diversity, and training. Provide departmental management with information and assistance regarding the EEO program and options for implementation and compliance with laws and regulations. Advise supervisors and managers on EEO issues as questions and concerns arise. Stay current on legal developments and keep managers and supervisors informed about the latest EEO requirements. Raise</p>



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	issues of concern and offer recommendations for appropriate corrective action regarding possible EEO problems within Energy Safety to the attention of the Director.
5%	Perform administrative duties such as recruiting, interviewing, and hiring staff to fill vacancies; coach and mentor direct reports; prepare and evaluate employees and complete performance appraisals and probationary reports and, when necessary, initiate disciplinary proceedings and adverse action; provide training and development opportunities for staff. Monitor hiring practices including reviewing interview questions, evaluating the composition of exam panels, and participating in exam panels as needed; ensure the mandatory EEO training is provided and posting requirements are met. Administer a yearly EEO survey.
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and prepare administrative paperwork to meet operational needs. Participate in professional development trainings, as well as tasks, trainings and activities that support programmatic and workplace diversity, equity, and inclusion.
TYPICAL WORKING CONDITIONS	
Work Schedule: Monday through Friday, 40 hours per week.	
TRAVEL REQUIREMENTS:	
Position will travel up to 5% of the time throughout the State of California.	
DRIVING REQUIREMENTS: No	
If driving is required, it will be performed up to: Choose an item.	
TELEWORK DESIGNATION:	
Energy Safety utilizes a Hybrid Remote/In-person approach enabling staff to telework, when approved by management. Energy Safety will use shared workspaces for most staff (hoteling stations) when required to work in the office. This position is designated as telework eligible office-centered.	
CONFLICT OF INTEREST: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
If yes, this position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment, which identifies pertinent personal financial information.	
SPECIAL REQUIREMENTS:	
None	
PHYSICAL AND ENVIRONMENTAL DESIGNATION: Office	
Definitions:	
<ul style="list-style-type: none"> Office Based: Work in a climate-controlled, high-rise building, open office environment, under artificial lighting; exposure to computer screens and other basic office equipment; work in a professional environment, under deadlines. There will be occasional fluctuations in temperature. The employee will work in a cubicle and will periodically attend meetings and/or training outside of his/her assigned office. 	



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- Field Based:** Possession of a valid driver’s license is required to operate a State owned or leased vehicle. Incumbent may be required to travel to work sites and work outdoors in various types of terrain. May be exposed to loud noise, dirt, dust, uneven surfaces, hazardous materials, various temperatures, or extreme weather. Utilize safety equipment and safety protocols effectively.

ESSENTIAL PHYSICAL CHARACTERISTICS

Note: Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such reasonable accommodations.

Activity	Frequency	Distance/Height
Sitting	Constantly (Over 6 Hours)	
Standing	Occasionally (Up to 3 Hours)	
Running	Never	
Walking	Occasionally (Up to 3 Hours)	
Crawling	Never	
Kneeling	Never	
Climbing	Never	
Squatting	Never	
Bending (neck)	Never	
Bending (waist)	Never	
Twisting (neck)	Never	
Twisting (waist)	Never	
Reaching (above shoulder)	Never	
Reaching (below shoulder)	Never	
Pushing & Pulling	Never	
Fine Manipulation	Never	
Power Grasping	Never	
Simple Grasping	Never	
Repetitive use of hand(s)	Constantly (Over 6 Hours)	
Keyboard Use	Constantly (Over 6 Hours)	
Mouse Use	Constantly (Over 6 Hours)	
Walking on uneven ground	Occasionally (Up to 3 Hours)	
Driving	Occasionally (Up to 3 Hours)	
Lifting/Carrying	Occasionally (Up to 3 Hours)	
	0 – 10 lbs.	Occasionally (Up to 3 Hours)
	11 – 25 lbs.	Never



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26 – 50 lbs.	Never	
51 – 75 lbs.	Never	
76 – 100 lbs.	Never	
100 + lbs.	Never	

The statements contained in this job description 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. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.

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 (TYPE)	SUPERVISOR SIGNATURE	DATE

EMPLOYEE STATEMENT:

I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE NAME (TYPE)	EMPLOYEE SIGNATURE	DATE