

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Supervisor II

POSITION NUMBER:

800-641-4801-001

DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*

Administration/MSSB/Sacramento

BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*

Business Services Bureau

SUPERVISOR'S NAME:

Phoang Trinh

SUPERVISOR'S CLASS:

CEA A

SPECIAL REQUIREMENTS OF POSITION *(CHECK ALL THAT APPLY)*:

- Designated under Conflict of Interest Code.
- Duties require participation in the DMV Pull Notice Program.
- Requires repetitive movement of heavy objects.
- Performs other duties requiring high physical demand. *(Explain below)*
- None
- Other *(Explain below)*

Must be able to respond to building emergencies on short notice, 24 hours a day, seven days a week, and travel when required.

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED *(Check one)*:

- None Supervisor Lead Person Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

(1) - Office Technician

(2) - Supervisor I

Total number of positions for which this position is responsible: 17

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

The Management and Staff Services Branch (MSSB) provides administrative support and the high-quality customer service in an efficient, professional, and dependable manner to the California Department of Social Services (CDSS) management and staff, enabling them to serve the people of California who are experiencing need.

CONCEPT OF POSITION:

Under the general direction of the Branch Chief of MSSB, the incumbent serves as the Chief of the Business Services Bureau (BSB) and provides administrative oversight for all BSB functions. The incumbent ensures the development and maintenance of an effective and customer-focused operation. The Bureau Chief demonstrates a continued commitment to providing service which is proactive, strategic, accurate, comprehensive and exceeds customer expectations.

A. RESPONSIBILITIES OF POSITION:

- 30% Plans, organizes, and directs the operations of the BSB. The BSB engages in a variety of analytical and technical staff activities and functions in the following areas: acquisition and management of leased space, monitoring compliance with the Department's telecommuting policy, warehouse management, and asset management/property inventory oversight for the Department.
- 30% Administers the Department's acquisition, planning, design and management of state-owned and private-leased facilities, development of short and long-range space plans in conjunction with the Department of General Services, Real Estate Services Division. Oversees construction and relocation projects, serves as liaison to building management in the repair and maintenance planning for CDSS-occupied buildings. Consults with, advises and makes strategic recommendations to Departmental and Program management on space allocation, acquisition and design. Maintains current knowledge of building operations and practices to ensure compliance with the Department of Industrial Relations and State Fire Marshall requirements for safe working environments. Ensures timely issuance of notices of repair, construction and relocation as required by collective bargaining agreements.
- 20% Administers the Department's asset management and property inventory in accordance with the State Administrative Manual. Oversees the warehouse inventory of surplus conventional and modular furniture, and publication and forms fulfillment. Responsible for completing bi-annual federal asset reports and triennial physical inventory.
- 10% Responsible for directing, assigning projects and reviewing work products based on knowledge of the Bureau's goals, objectives, and priorities. Responsible for implementing proper procedures and establishing internal controls to ensure compliance with state laws and regulations. Ensures all project changes are strategically evaluated, prepared, and implemented. Prepares recommendations for the Branch Chief.
- 10% Acts for the Branch Chief of MSSB in their absence when necessary, including attending meetings and representing the Branch when appropriate. Develops and releases, to all Bureau customers, guidelines and procedures for obtaining services, and monitors the delivery of the requested services. Effectively utilizes CDSS-supported technology (i.e., Microsoft Suite and relational database software). Other duties as assigned.

B. SUPERVISION RECEIVED:

The Chief of the BSB receives general direction from and reports directly to the Chief of the MSSB.

C. ADMINISTRATIVE RESPONSIBILITY:

The Chief of the BSB is responsible for all management functions of the Bureau, the maintenance of effective policies and procedures and organizational structure and staffing.

D. PERSONAL CONTACTS:

The Chief of the BSB has daily contact with Departmental management and supervisory staff as well as representatives of other state agencies, control agencies and representatives from private industry and public.

E. ACTIONS AND CONSEQUENCES:

The Chief of the BSB is responsible for carrying out the Bureau goals and objectives while ensuring compliance with state regulations and guidelines governing these programs. Poor judgment or improper direction in any of these areas could result in personal injury, property damage, litigation, employee grievances, severe financial liability to the state and negative impact on the Department's ability to achieve its mission and goals.

F. OTHER INFORMATION:

The Chief of the BSB must possess excellent interpersonal and communication skills and be able to work effectively under pressure. The incumbent must be customer-focused, solution-oriented, and must demonstrate competence and confidence while possessing excellent customer service skills with the focus on providing customers professional, courteous, timely, competent, appropriate, and responsive service. Strong writing skills and project management experience are critical skills for this position. The incumbent must ensure compliance with state laws and regulations, and seek efficiencies and process improvements in their programs.