

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Supervisor I

POSITION NUMBER:

800-978-4800-003

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

Disability Determination Service Division/Central Support Services Branch

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

Administrative Support Bureau

SUPERVISOR'S NAME:

Pouv Touch

SUPERVISOR'S CLASS:

Supervisor II

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)

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.

Analyst II (3)

Total number of positions for which this position is responsible:

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

MISSION OF ORGANIZATIONAL UNIT:

The mission of the California Department of Social Services is to serve, protect, and support the people of California experiencing need in ways that empower wellbeing and disrupt systemic inequities.

The mission of the Disability Determination Service Division is to serve, aid, and protect needy vulnerable children and adults in ways that strengthen and preserve families, encourage personal responsibility and foster independence.

CONCEPT OF POSITION:

Under the general direction of the Supervisor II, the Facilities and Personnel Chief plans, organizes, and directs the activity of the DDS fiscal and human resources services in the Central Support Services Branch setting. The incumbent is responsible for the management of the above services for all Branches of the Division in the areas of personnel, facility operations, management/staffing, space utilization, security, business services and telecommunications. The Supervisor I develops recommendations and provides consultation for Division management.

A. RESPONSIBILITIES OF POSITION:

25% Directs planning for space and communication needs. Works with State control agencies to implement leases for office space. Provides direction and oversight to space planning activities. Monitors the progress of time sensitive lease and reconfiguration projects.

25% Provides policy recommendations for appropriate staffing ratios of various classifications in the field Branches. Identifies potential classification problems within the Division and develops recommendations for appropriate classifications. Prepares policy recommendations for appropriate organizational structure for field Branches. Directs the development and reporting of personnel and staffing data for the Division, the Human Resources Bureau, the federal government and other interested components. Supervises the review of all recruitment and appointment documents in the Division to assure compliance with Departmental and Divisional policy. Consults on organizational structure and classifications with the Department, the federal component and other states performing the same work.

25% Plans, organizes, directs, coordinates, and evaluates the activities and performance of five to six subordinate analysts and support personnel engaged in a variety of analytical duties in the area of facility and personnel services. Monitors, analyzes, and evaluates the quantity, quality and effectiveness of operations under his/her direction. Develops methods of timely identification of problem areas and training needs within the Section and implements methods for resolving problems. Provides written reports of performance to subordinate staff.

10% As the State Security Systems Officer plans, organizes, directs, coordinates, and monitors security activities for the Division in all Branches, including the integrity of evidentiary information in case folders, physical plants, the Automated Record System and the automated case control data processing system. Directs periodic audits of state wide security systems in the Branches.

10% Directs staff in Divisional business services activities including the procurement and distribution of equipment, supplies, and forms. Consults with personnel in the Department, control agencies and the Federal government to assure coordination of such activities. Develops policy recommendations for internal divisional business services activities.

5% Participates in meetings and work groups related to assignments and performs other administrative duties as assigned.

B. SUPERVISION RECEIVED:

Receives administrative supervision from the Bureau Chief (Supervisor II), covering performance and growth. Supervision while work is in progress includes helping to establish priorities respective to Division requirements. The final product is reviewed for compliance with administrative matters.

C. ADMINISTRATIVE RESPONSIBILITY:

The Support Services Supervisor I assists the Bureau Chief in all management functions of the Branch, including the selection and development of Branch personnel, the maintenance of effective policies and procedures, and organizational structure and staffing.

D. PERSONAL CONTACTS:

Provides a central focus for all contacts with federal and state agencies regarding budget, personnel, and business services. Must interact daily with the Division Branch Chiefs, other departmental Bureau Chiefs, personnel from state control agencies and officials from the federal Social Security Administration. All contacts must be handled with tact and superior communication and negotiation skills as most issues dealt with are of a sensitive nature. Must develop and present proposals to Division and Department management on a frequent basis.

E. ACTIONS AND CONSEQUENCES:

The Facilities and Personnel Supervisor is primarily responsible for providing division management with sound decisions and recommendations regarding a wide range of administrative issues: resource and facility allocation, personnel, management information and equipment. The consequences of incorrect decisions can have a very serious impact on the utilization and support of over 1,200 positions located throughout the state. Examples of such impacts include inadequate staffing to meet the Division's workload, budget deficits, and failure to meet federal and state security or budget requirements.

F. OTHER INFORMATION:

It is highly desirable that the Supervisor I Specialist has a broad knowledge of state and SSA legacy systems and project management principles. The incumbent will be required to possess high-level critical thinking skills, strong organization and coordination skills, be an extremely effective communicator, and have the ability to forge pivotal relationships with stakeholders.