

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

VACANT

CLASSIFICATION:

Supervisor I

POSITION NUMBER:

015-4800-001

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

Office of Equity

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

Director's Office/Resource Equity Central Operations Section

SUPERVISOR'S NAME:

Adrian Steptoe

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 I/Analyst II

Total number of positions for which this position is responsible: **3-5**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 Central Office Unit (COU) is to provide administrative support to the Office of Equity, its Branches, and Offices. The COU is also responsible for special projects and drills for the Office of Equity. The work of the COU will support the Office of Equity in its mission of fostering a culture of diversity and inclusion within our Department, that actively invites the contribution and participation of all people and its representatives of the varied and differences, and supporting the on-going partnership with those communities most affected by inequities.

CONCEPT OF POSITION:

Under the general direction of the Office of Equity Resource Equity and Central Operations (RECO) Section Chief. The Supervisor I, will oversee a group of Analyst I's and Analyst II's in providing oversight of personnel liaison activities, operations and coordination of division-wide assignments and special projects.

A. RESPONSIBILITIES OF POSITION:

35% Plans, directs, and reviews the work of the Division's personnel liaison, position control, and exam resource coordinator. Oversees the personnel, salary savings, and statistical position and projection data provided to upper management. Assists in the development of statistical information relative to staffing needs, authorized positions, temporary positions, and vacant positions. Provides direction for minor and major Divisional reorganizations and staff realignments. Provides advice and consultation to Department supervisors, managers, and executive staff regarding personnel management at the division level and best hiring practices.

20% Coordinates with the Budget Bureau, Personnel Bureau, and divisional staff pertaining to budget change proposals and position establishment and expiration. Ensures data is consistent with the State Controller's Office official records. Coordinate personnel and budget activities to ensure that the chiefs and managers in the OOE are provided with timely information and guidance necessary for maintaining filled positions and maintaining balanced operating budgets. This includes supervision over personnel transactions, budget drills and miscellaneous activities, including monitoring of monthly expenditures compared to budgeted allotment for the Director and all branches, out-of-state travel, and the Funds Availability, and other activities.

20% Coordinate and track the master list of division contracts/grants and provide support to the branches on contract/grants development, contract/grant management to ensure timely execution and services are within budgeted amounts. Coordinate with IT and Facility Planning activities to support the division.

10% Supervises and provides support for division-wide assignments; including but not limited to, providing point of contact coordination for the division branches to submit input on ad-hoc reports and assignments or complete annual certification of activities such as conflict of interest forms, mandated certifications, e-mail/Internet usage, project code accounting. This includes tracking and monitoring Division assignments to ensure timely completion, as well as developing division procedures and protocols. Supervises Special Projects included but not limited to: Division's Conflict of Interest filings; the coordination of Public Records Act requests -ensures timely responses to public records requests made to the Bureau. Supervises the development and maintenance of a tool which assists with PRA tracking.

10% Oversees purchasing, equipment requisitions, facilities planning, ad-hoc requests and public records requests. Heads special projects and drills for the division in communications, events and trainings hosted by the OOE, department and external partners.

5% Under the direction of the Section Chief and Deputy, personally complete most complex Special Project assignments as required.

B. SUPERVISION RECEIVED:

The Supervisor I receives direction from and reports to the Resource Equity and Central Operations Section Chief (Supervisor II).

C. ADMINISTRATIVE RESPONSIBILITY:

The Supervisor I is involved in a wide array of administrative activities throughout the Division as outlined in Section A.

D. PERSONAL CONTACTS:

The Supervisor I has regular contact with managers and staff throughout the Office of Equity Division, as well as several divisions within CDSS.

E. ACTIONS AND CONSEQUENCES:

The Supervisor I makes the decisions affecting the administrative aspects of the Office of Equity Division Personnel transactions are to be handled timely to support managers' recruitment efforts and to track Division positions to ensure that positions are maintained to support the work of the Division. Department-wide assignments must be tracked attentively and timely to avoid any penalties from control agencies. Budget expenditures are to be monitored closely to ensure that the division operates within available funding.

F. OTHER INFORMATION:

Knowledge of current Personnel Procedures is important because of the need to provide support to managers throughout the Division on Personnel matters related to recruitment, hiring, and CEA appointments. Knowledge of the State Support budget is important in providing monitoring activities for the Director, branch and bureau chiefs. An overall knowledge of how the Department operates is desirable along with how the Division relates to the Executive, Administration and Information Systems Divisions and other partners.

Schedule: Telework options will be based on business needs and actions necessary to fulfill day to day operations by staff. Minimal travel may be required.