

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Supervisor I

POSITION NUMBER:

800-640-4800-xxx

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

Administration/Management & Staff Services Branch

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

HSSB/ Security Systems Section

SUPERVISOR'S NAME:

Deneen DeNunzio

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)*

Prepared to respond promptly to emergency incidents, and be willing to respond by mobil phone 24 hours a day, seven days a week.

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.

Proposed - Three Analyst I/II's

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:

It is the Security Systems Section's mission to ensure the physical safekeeping of all CDSS employees, visitors, contractors, vendors, and Department physical assets. We are committed to delivering quality services, which includes but is not limited to providing physical access to CDSS work locations, coordinating physical security services, and responding to security related incidents. Furthermore, we are dedicated to harboring a safe and secure environment which encourages growing strong professional relationships, promotes diversity, equity and inclusion, and strives to reduce crime.

CONCEPT OF POSITION:

Under the general direction of the Supervisor II (Sup II) the Supervisor I (Sup I) administers the Security Services Section. The Sup I is responsible for the development and maintenance of the California Department of Social Services' most complex physical security and access control systems, visitor management systems, and emergency alert systems. The Sup I is also responsible for monitoring, maintaining, and troubleshooting all security system servers. These systems are proprietary systems, separate from Information Systems Division (ISD) systems. The Sup I is also responsible for the Department's Security and Crime Prevention Program. The incumbent is expected to provide timely responses to internal/external customers in a professional courteous manner, follow through on commitments, and solicit and consider internal/external customer input when completing work assignments.

A. RESPONSIBILITIES OF POSITION:

30% Oversees the day to day and long range operations of the Security Systems Section, ensuring the effective implementation, maintenance, and enforcement of the Department's Security and Crime Prevention Program and Workplace Entry Policy. Plans, organizes, and directs the work, priorities, and deliverables of Security Systems Section staff. Conducts research and analysis to interpret and apply all applicable local, state, and federal policies, regulations, and standards related to the protection and safeguarding of Department personnel, facilities, assets, and information, ensuring ongoing compliance and operational integrity.

30% Develops and manages program work schedules; assigns and reviews staff workloads; and monitors program deliverables to ensure the timely completion of all required tasks and deadlines. Evaluates employee performance, identifies operational or behavioral issues, and implements appropriate corrective actions and progressive discipline in accordance with departmental policies and state labor standards. Provides ongoing oversight of staff professional development and training needs. Conducts regular staff meetings to communicate expectations, establish priorities, and foster an effective and collaborative work environment, demonstrating a strong command of supervisory principles and leadership best practices

25% Administers, develops, designs, and maintains all Department security applications, including the physical access control system (CCURE 9000), Closed Circuit Television (CCTV) Surveillance System (ExacqVision), Visitor Management System (PassagePoint), and the statewide emergency notification system (Everbridge). Provides comprehensive end user training and technical guidance for all security applications. Oversees the administration, maintenance, and operational integrity of all associated security system servers, ensuring reliability, continuity, and compliance with departmental standards.

10% Oversees statewide contract management for the Department's security systems maintenance and armed/unarmed security services, including developing scope of work provisions, technical requirements, performance benchmarks, timelines, and cost estimates. Ensures compliance with all applicable state and federal contracting laws and departmental policies. Manages contract budgets by monitoring expenditures, reconciling invoices, and ensuring timely and accurate payment processing. Evaluates contractor performance and initiates amendments, renewals, or new procurements as needed to maintain service continuity and support program operations.

5% The Supervisor I may be assigned other duties as required which may include acting for the HSSB Bureau Chief in their absence.

B. SUPERVISION RECEIVED:

The Supervisor I receives general supervision and receives assignments from the Supervisor II, Chief, of the Health, Safety, and Security Bureau. The incumbent is required to utilize their initiative and resourcefulness in completing assignments.

C. ADMINISTRATIVE RESPONSIBILITY:

The Supervisor I is responsible for the overall operations and activities of the Bureau's Security Systems Section. The incumbent is also responsible for maintaining effective policies and procedures, as well as assuring effective staff performance.

D. PERSONAL CONTACTS:

The Supervisor I has frequent contact with management and staff from all levels of the Department, contractors, vendors, and law enforcement. These contacts are highly sensitive and often require good interpersonal skills, tact, and a high level of skill with regard to information which is disseminated.

E. ACTIONS AND CONSEQUENCES:

The incumbent is responsible for carrying out the program goals and objectives while ensuring compliance with state regulations and guidelines. Poor judgment or improper direction in any of these areas could result in personal injury, property damage, filing of legal action, or employee grievance, bring severe financial liability to the state and negatively impact the Department's ability to achieve its mission and goals. The information the Supervisor I will handle is often highly sensitive and confidential depending on the situation.

F. OTHER INFORMATION:

The Supervisor I is subject to respond to building emergencies and incidents at any time and must be able to respond to a mobile phone 24-hours a day, 7 days a week. Have the ability to perform in stressful situations with tact and professionalism, exhibit good organizational skills, and the ability to communicate effectively orally and in writing are all critical.