

DUTY STATEMENT☐ **CURRENT**☒ **PROPOSED**

RPA Number: HRC0001254	Classification/CBID: Supervisor I/S01	Position Number: 810-521-4800-001
Incumbent Name:	Working Title: Unit Chief	Effective Date:
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Program/Division: Site Mitigation and Restoration Program	Branch/Section/Unit: Cleanup in Vulnerable Communities Initiative	Reporting Location: Cal Center
Supervisor's Name: Thuong Pham	Supervisor's Classification: Supervisor II	Position Telework Eligible: ☒ YES ☐ NO
Confidential Designation: ☐ YES ☒ NO	Designated Position for COI: ☒ YES ☐ NO	Position Designated Bilingual: ☐ YES ☒ NO
Supervision Exercised: ☐ None ☐ Lead ☐ Managerial ☒ Supervisory		

General Statement

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and adhere to department policies and procedures regarding attendance, leave, and conduct.

Equity Statement

The Department of Toxic Substances Control (DTSC) values diversity, equity, and inclusion throughout the organization. We foster an environment where employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees is essential to inspiring innovative solutions. Together we further our mission to protect California's people and environment from harmful effects of toxic substances by restoring contaminated resources, enforcing hazardous waste laws, reducing hazardous waste generation, and encouraging the manufacture of chemically safer products.

Position Description

Under the general direction of Supervisor II (Branch Chief), Supervisor I serves as the Cleanup in Vulnerable Communities Initiative (CVCI) Administrative Unit Chief. The incumbent plans, organizes, and directs the work of professional staff, providing first-line management of complex fiscal activities. This includes financial reporting, budget support, reconciliation, contract management, and oversight of the grant management system. Supervisor I ensures the consistent application of standardized fiscal and administrative processes, identifies operational gaps to implement corrective actions, and maintains compliance with state and federal requirements to uphold the fiscal integrity and accountability of the Site Mitigation and Restoration Program.

Essential Functions (Including percentage of time):

30%	<u>Administration, Personnel Management, and Supervision</u> Plans, organizes, and directs the activities of the Cleanup in Vulnerable Communities Initiative (CVCI) Administrative Unit to ensure program objectives and administrative policies are met. Facilitates meetings with staff and CVCI Program leadership to identify project barriers, formulate strategic solutions, and provide technical assistance for complex grant projects. Initiates process enhancements and coordinates with internal management to improve operational efficiency and grant management platform usability. Develops and maintains standardized desk manuals to ensure consistent operational practices across the unit. Reviews and approves critical fiscal reporting and tracking documents to ensure transparency and accountability. Supervises analytical staff responsible for budgeting, contracts, fiscal oversight, and grant management system. Recruits, hires, and develops staff by providing leadership, training, and resources to facilitate effective decision-making. Conducts regular performance reviews, provides timely written appraisals, and counsels staff on performance or disciplinary matters in accordance with bargaining unit contracts and state personnel policies. Facilitate succession planning and knowledge transfer by establishing long-range goals and staff training plans.
25%	<u>Financial and Reporting</u> Supervises administrative staff and serves as the primary liaison between the CVCI Program and the Budget, Contracts, and accounting offices on all fiscal and contracting matters. Monitors expenditures to ensure CVCI funds are utilized in accordance with established plans; identifies and resolves any fiscal discrepancies to maintain budget integrity. Collaborates with DTSC staff to develop and monitor fiscal coding mechanisms, ensuring proper fund expenditure and the maintenance of adequate budget levels to meet program objectives. Provides high-level managerial review of projected expenditure plans to ensure accurate financial forecasting and resource allocation. Ensures timely completion and coordination of mandated reporting, including the Board of Environmental Safety (BES) and the California Air Resources Board (CARB) California Climate Investment reports. Reviews and provided comprehensive feedback on monthly expenditure reports, grant management system data, and CVCI quarterly status reports to ensure accuracy and regulatory compliance. Directs the preparation of specialized financial documents and reporting drills to maintain an audit-ready and transparent program environment. Coordinates with CVCI Program leadership to develop tracking reports and provides high-level review of documents submitted to the Executive Management.
20%	<u>Systems Oversight and Regulatory Compliance</u> Develop strategic techniques for fiscal process oversight to improve departmental coordination and data integrity. Directs staff in the identification, validation, and testing of system enhancements for the grant management system to ensure operational efficiency. Oversee the implementation of system modifications to improve usability while maintaining audit controls and fiscal integrity. Supports the development of tracking databases and reporting systems to streamline unit workflows and grant management system activities. Collaborates with CVCI leadership to develop best practices for streamlining administrative processes and evaluating outcomes for future funding rounds. Identifies and resolves system bottlenecks to ensure the successful execution of complex grant programs. Formulates recommendations for program, policy, and regulatory improvements to enhance subsequent funding cycles. Provides high-level technical and data-driven recommendations to management based on grant terms, conditions, and relevant statutes. Monitor expenditures to ensure compliance with state, federal, and local regulations to prevent grant award overages. Coordinates program consistency regarding expenditure eligibility, reporting systems, and evolving guidelines for grant reimbursements and advance payments.
15%	<u>Contract Oversight</u> Provides leadership, training, and guidance to staff regarding state procurement laws, departmental policies, and contract development. Reviews and approves CVCI Program contracts to ensure technical accuracy and proper justification for selected procurement methods. Develops, implements, and updates unit procedures, templates, and guidance

	documents to improve overall contracting efficiency and standardization. Reviews and sign off on contracts and amendment requests, ensuring all documents meet legal and fiscal requirements. Coordinates with the Office of Legal Counsel, Accounting, and CVCI Program to resolve vendor disputes, audits findings, or compliance issues.
5%	<u>Administrative Duties</u> Performs administrative duties including, but not limited to adhering to DTSC policies, rules, and procedures; submits administrative requests including leave, overtime, travel, and training in a timely and appropriate manner; accurately reports time in the Daily Log system; and submits time sheets by the due date. Maintain Daily Logs accurately and prepare and submit requests related to leave, overtime, training, and travel in accordance with DTSC rules, policies, and procedures. Assist with additional duties as assigned to support unit operations.
Marginal Functions (Including percentage of time):	
5%	<u>Other Related Duties</u> Other related duties include but are not limited to coordinates and participates in meetings and workshops; and performs other special projects, such as Budget Change Proposals, performance measure data reports/summaries, presentations, and issue memoranda.
Consequences of Error: (if applicable)	
Typical Physical Conditions/Demands:	
The work typically requires sitting for prolonged periods while reading, writing, typing, and participating in meetings. The position requires bending and stooping. The job requires extensive use of a personal computer and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for extended periods of time. It may be required to stand, bend, squat, reach, grasp and pick up items consistent with office work. The incumbent may be required to lift 10pounds and occasionally stand, bend, squat, reach, grasp, or kneel for long periods.	
Typical Working Conditions:	
Works in multi-story buildings, in a cubicle office setting using a variety of office equipment, e.g., computers, telephones, copiers, etc., with artificial light and temperature control, and attends meetings in similar settings. On an as-needed basis, work outside normal work hours, including evenings and weekends, may be required. A telework schedule may be available (the incumbent will be expected to be available through various platforms throughout the day to communicate on work related activities). The work schedule is Monday through Friday. Travel may be required locally and within the state. If travel is required, it will be by commercial carrier or auto, whichever method is in the best interest of the State. This position will have daily contact with DTSC staff, external state, and federal agencies, and local government representatives, and the public either in person, via email/telephone, or videoconferencing.	
Special Requirements of Position (Check all that apply):	
☐ Duties performed may require pre-employment and/ or routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.). ☐ Duties require participation in the DMV Pull Notice Program. ☐ Performs other duties requiring high physical demand. (Explain below) ☐ Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles. ☐ Other (Explain below)	
Explanation:	

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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	Supervisor Signature	Date

Employee Statement

I have discussed these duties with my supervisor and have been provided with a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

**A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Do you need reasonable accommodation to perform the essential functions of this position?	☐ YES ☐ NO
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Employee Name	Employee Signature	Date

HUMAN RESOURCES BRANCH USE ONLY:

- ☐ Duties meet class specifications and allocation guidelines.
- ☐ Exceptional allocation, STD 625 on file.

Analyst initials: HN Date Approved: 6/12/26

Revision Date (if applicable): Click or tap to enter a date.