

DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

PART A	
Position No: 576-300-4801-001	Date:
Class: Supervisor II (Assistant Administrator)	Name:
Under the direction of the Administrator at the Veterans Home of California – Ventura (VHC-V), the <i>Supervisor II</i> (Assistant Administrator) supervises, plans, organizes, and directs all nonclinical operations and support services to ensure a safe and efficient environment that meets resident health care needs, safety, and welfare, which is critical to the mission of the VHC-V.	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
40%	Provide leadership, supervision, and direction to subordinate managers and staff of all nonclinical operations and support services of the VHC-V. This includes supervising the Food Services, Plant Operations, and Business Services department managers. Directly supervise staff in the Security, Transportation, and Administrative Support clerical units and provide health and safety and quality improvement oversight. Ensure that all departments operate efficiently and in compliance with all regulatory standards.
25%	Implement and track process improvement initiatives using Lean and Six Sigma methodologies. Lead and execute Lean Six Sigma Projects to systematically remove waste, reduce process variation, and improve overall performance. Train and mentor staff on process improvement methodologies and best practices to foster a culture of continuous improvement. Track the progress of implemented improvements, ensure they achieve desired outcomes, and report results to stakeholders.
10%	Participate in the development and implementation of policies and procedures ensuring that they align with regulatory standards and organizational goals. Assists with the timely submission of licenses and renewals. Attend and contribute to departmental meetings, facility surveys, staff-and resident-related meetings. Perform special projects per the Administrator's request.
10%	Conduct regular staff/unit meetings and one-on-one meetings. Participate in hiring interview panels, onboard, mentor, train, and develop staff. Evaluate employee performance, take corrective action using progressive discipline guidelines when improvement is needed.
5%	Assist in fiscal management activities, developing Budget Change Concepts (BCC) and Budget Change Proposals (BCP), monitor cost center expenditures, and review capital outlay concepts and proposals.
5%	Promote favorable public relations and address residents and other interested groups on the programs of the VHC-V. Represent the VHC-V and the California Department of Veterans Affairs (CalVet) in the community. Act as Administrator upon request.
NON-ESSENTIAL FUNCTIONS	
5%	Other duties as required.
OTHER	
	Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload, and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times

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PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: Prepare various forms, proofread documents; receive visitors					X
HEARING: Answer telephone; receive and announce visitors; answer inquiries and provide verbal information					X
SPEAKING: Answer telephone, answer inquiries and provide verbal information					X
WALKING: Within the home to the various units.			X		
SITTING: Workstation, meetings and training.			X		
STANDING: Copy documents; review records.		X			
BALANCING: documents, binders, etc.		X			
CONCENTRATING: Review documentation for accuracy; complete forms; calculating fees; analyze data; research laws, rules and processes.					X
COMPREHENSION: Determine needs of program managers; provide information; prepare various reports and documents; gather and interpret data; analyze statistical information; analyze situations.					X
WORKING INDEPENDENTLY: Must be able to work alone without much guidance or interaction from other staff at times					X
LIFTING UP TO 10 LBS OCCASSIONALLY:					X
LIFTING UP TO 20 LBS OCCASSIONALLY AND/OR 10 LBS FREQUENTLY:		X			
LIFTING 25-50 LBS OCCASSIONALLY AND/OR 20 LBS FREQUENTLY:		X			
FINGERING: Push telephone buttons; personal computer; copier					X
REACHING: Answer telephone; use a mouse; print documents on desk printer.		X			
CARRYING: Transport documents.					X
CLIMBING: Stairs		X			
BENDING AT WAIST: Use copier; access low file drawers.		X			
KNEELING: Access low file drawers.		X			
PUSHING OR PULLING: Open and close file drawers.		X			
HANDLING: Sort paperwork; file; type.		X			
DRIVING: Special event.		X			
OPERATING EQUIPMENT: Computer; telephone; copy machine; fax					X
WORKING INDOORS: Enclosed office environment					X
WORKING OUTDOORS:		X			
WORKING IN CONFINED SPACE: Enclosed office environment					X

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation. (If reasonable accommodation may be necessary, discuss any concerns with the Equal Employment Opportunity Office.)

Employee signature _____ Date _____

Supervisor signature _____ Date _____

Human Resources signature _____ Date _____