

Duty Statement

Supervisory

Section I **POSITION INFORMATION**

Print or type.	A. Current Position Number	B. Probationary Period /JEP Period	C. Form 700 Filer?
	785-550-4801-002	12 Months	Yes
	D. Incumbent Name	E. Classification/Job Title	F. Date of Hire
	N/A	Supervisor II, Campaign, Lobbying and Public Area Manager	TBD
	G. Unit, Section, Division	H. Location	
	Political Reform Division	Sacramento	
I. Name of Immediate Supervisor/Manager	J. Classification/Title of Immediate Supervisor/Manager		
Laura Shultz	Manager II		
K. CBID (Bargaining Unit)	L. Time Base	M. Tenure	
S01	Full Time	Permanent	
N. Work Schedule	O. Work Hours	P. Telework	
Monday – Friday	8:00 – 5:00	Hybrid, Occasional off-hours and weekends may be required.	
Q. Background Check Required	R. Job Requires Driving Automobile	S. Certification Required	
☐ Yes	☐ Yes	☐ Yes Click here to enter text.	
☒ No	☒ No	☒ No	

Section II **JOB DESCRIPTION**

DESCRIBE THE ORIGINAL SETTING AND MAJOR FUNCTIONS

Under the general direction of the Assistant Division Chief of the Political Reform Division, the Supervisor II provides guidance and oversight of the division's analytical and administrative functions of the Campaign, Lobbying, and Public Area Units. The incumbent oversees, coordinates, and communicates with unit supervisors to ensure the appropriate use of resources, an efficient and timely workflow is maintained resulting in the successful achievement of operational objectives aligned with division program and agency strategic initiatives. The Supervisor II will regularly review the budget to ensure their units remain within budgetary limits, review contracts, and recommend approval of associated invoices, serve as an escalation point for personnel issues, oversee the division's records retention activities to ensure compliance with policies and lead the division's space management efforts. The incumbent must demonstrate good judgment and ability to apply sound decision-making processes. They must possess strong written and verbal communication, and personnel management skills.

ESSENTIAL FUNCTIONS

Percentage	Description of Duty
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35%	Leadership and Program Oversight: Oversees the development and implementation of operational objectives and strategic program initiatives. Manages and guides their program areas through subordinate supervisors and staff to ensure successful completion of program mandates with statewide impact. Ensures the activities of all units align with short and long-term division goals. Directs and provides leadership to subordinate management staff in their program areas. Ensures projects and assignments are completed fully and on-time. Provides program leadership, guidance, and coaching for staff and program development. Makes well researched and prepared recommendations to and supports the Assistant Division Chief and Division Chief. Builds and maintains trust in Political Reform Division programs by providing reliable, authoritative information on program policies, procedures, and issues while consistently meeting high standards for accessibility and transparency with the external stakeholder and filer communities. Represents the Political Reform Division at internal and external
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meetings. Actively participates in and contributes ideas to the management team on complex and sensitive issues related to the administration of Political Reform Division programs and projects.

30% **Operations:** Oversees the development and implementation of methods to improve efficiency, functionality, and integrity of program processes and in compliance with new and existing program mandates. Implements policies, procedures, and standards to improve programmatic operations in the areas of Campaign, Lobbying, and Public Area/Customer Service. Actively monitors the work in their program areas, assists in prioritizing staff assignments to ensure division's goals and objectives are met accurately and timely. Researches and responds to complex and sensitive requests for information from internal and external stakeholders. Oversees records retention activities to ensure compliance with policies and lead the division's space management efforts. Assists in the analysis and review of legislative and regulatory proposals for impact and feasibility of integration to Political Reforms programs including evaluating fiscal impacts and staffing needs. Keeps the Assistant Division Chief and Division Chief apprised of any situations necessary.

25% **Administration:** Utilizes expert knowledge of principles, best practices, and established expectations to monitor, manage, and address complex problems in their areas. Establishes and maintains procedures and expectations for staff performance and professionalism. Administers budgetary planning, accounting, and monitoring activities. Administers personnel activities, including directing staff and resources to meet division needs; hiring new personnel; training new personnel; and administering the state's progressive discipline program, as appropriate and necessary. Keeps apprised of applicable training tools, resources, and classes for the ongoing development and training of staff. Develops and plans practical approaches to implementation of enacted proposals.

MARGINAL FUNCTIONS

Percentage	Description of Duty
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10%	Other: Participate in meetings and conferences regarding policies, initiatives, and legislation which have direct significance to program operations. Other duties as required. Acts as a backup to the Assistant Division Chief as needed.
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The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned that fall within their classification, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.

Section III EMPLOYEE/SUPERVISOR STATEMENT

EMPLOYEE'S STATEMENT: I HAVE READ AND UNDERSTAND THE DUTIES, RESPONSIBILITIES, AND PERFORMANCE EXPECTATIONS OF THE POSITION AND DISCUSSED WITH MY SUPERVISOR. I HAVE RECEIVED A COPY OF THE DUTY STATEMENT.

I CAN PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION WITH OR WITHOUT REASONABLE ACCOMMODATION: (If you believe reasonable accommodation is necessary, please initiate a discussion with either your supervisor or the Secretary of State's Human Resources Bureau).

EMPLOYEE NAME (PRINT FULL NAME)	EMPLOYEE SIGNATURE	DATE SIGNED
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SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE.

SUPERVISOR NAME (PRINT FULL NAME)	SUPERVISOR SIGNATURE	DATE SIGNED
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