

Classification: District Sales Supervisor

Working Title: District Sales Supervisor (DSS)

Position Number: 358-733-2048-003

Division/Unit: Sales Division – Chatsworth District Office

Assigned Headquarters: Chatsworth District Office

Position Eligible for Telework (Yes/No): No

Job Description Summary

Under the direction of the Lottery Sales Manager (LSM), the District Sales Supervisor (DSS) is responsible for supervising a group of District Sales Representatives (DSR) and assist the LSM in the efficient implementation of all Lottery sales, marketing, and merchandising programs.

Job Description

40% (Essential) - Supervise a staff of DSRs. Perform supervisory duties including recruitment, selection, training and performing evaluation in the areas of selling and promotional techniques.

30% (Essential) - Monitor assigned DSR territories, including but not limited to inspection and coordination of Point of Sale (POS) material, effectiveness, quantity, and condition. Interact with Lottery retailers and provide coaching of DSR staff on effective business review, identifying opportunities for retailer growth, inventory management, and lead generation for recruitment of new business.

20% (Essential) - Assist in the operation of the District Office by directing and coordinating field staff, establishing work priorities, preparing correspondence and reports, monitoring of sales quotas, acting as a local district lottery spokesperson, making presentations, and coordinating special projects as assigned by the LSM.

5% (Marginal) – Provides backup assistance to the LSM in their absence and other duties as assigned by the LSM including assistance with coverage as needed for the Route sales program.

5% (Marginal) - Performs other job-related duties as required to include processing claims and the payment of prizes as a backup for the Supervising Program Technician II.

Scope and Impact

- a. Consequence of Error: The DSS is the first line supervisor / leader of the field sales team. The impact to the department if these duties are not performed would be in significant drop in sales and contributions to education.
- b. Administrative Responsibility: Documentation of field sales direction and results. Oversight of field sales activities to grow retailer sales volume. Other administrative activities to support achievement of field staff goals.

- c. Supervision Exercised and Received: The DSS receives direction from the LSM. The DSS directly supervises a group of DSRs. In the absence of the LSM, the DSS may provide direction to the District Office staff, which includes the Office Technician (OT), Program Technician (PT), and Warehouse Worker (WW).
- d. Personal Contacts: In addition to daily contact with district staff and retailers, occasional contact with managers and supervisors from other districts, Key Account Specialists, Key Account Manager, Chief of District Sales, and Assistant Deputy Director of Sales. The Supervisor may occasionally represent the Lottery before corporate (key account) executives, consumer advocacy groups, retailer advisory groups, educator groups, media, and members of the public, to provide/exchange information or resolve problems.

Physical and Environmental Demands

Demonstrate physical strength and dexterity necessary to perform the essential duties of the position. Lift and/or carry up to 30 lbs., push/pull (Weight up to 50 lbs.). Constantly operates a Lottery-assigned vehicle. Prolonged sitting in car. Ability to move in and out of vehicle and retail stores. May need to bend, stretch, and reach.

Working Conditions and Requirements

- a. Schedule: Work independently. This position performs work primarily in the field and occasionally works in an office environment.
- b. Travel: Must be able to travel by car and safely operate a vehicle. Travel and drive time between retailers can range from 60 to 80% of the day. Periodic statewide travel for leadership meetings and training.
- c. Other: Constantly works in outdoor weather conditions.

Effective Date:

NOTE: The statements contained in this job description 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. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or otherwise balance the workload.

SUPERVISOR'S STATEMENT:

- I have discussed the duties and responsibilities of the position with the employee.
- I have retained a copy of the signed duty statement.

Supervisor Signature

Printed Name

Date

EMPLOYEE'S STATEMENT:

- I have discussed the duties and responsibilities of the position with my supervisor.
- I have signed and received a copy of the duty statement.
- I am able to perform the essential functions listed with or without Reasonable Accommodation.
- I understand that I may be asked to perform other duties as assigned within my current classification, including work in other functional areas as business needs require.

Employee Signature

Printed Name

Date

Duty Statement Instructions (Rev. 01/2024)

NOTE: After inserting the text/information into the duty statement, remove all "Insert Text" or "Insert Text to describe the following" prompts.

Classification: Enter the legal class title of the position (e.g., Office Technician (Typing), Staff Services Analyst, District Sales Representative, etc.).

Working Title: Enter the working title of the position if different from the legal class title.

Position Number: Enter the full position number assigned as shown on the department's organization chart (e.g., Agency: 358, Unit: 031, Class: 5157 (SSA), Serial: 001: [358-031-5157-001]).

Division/Unit: Enter the Division/Unit name where the position resides in the Lottery organization.

Assigned Headquarters: Enter the physical work location where the employee will work (e.g., Sacramento Headquarters, Fresno District Office (Fresno DO), Northern Distribution Center, etc.).

Position Eligible for Telework (Yes/No):

Job Description Summary: Briefly describe the overall purpose of the position, the degree of supervision received, and any supervision exercised. Should not exceed 4 sentences. Example: Under the supervision of the Staff Services Manager I, the incumbent is responsible for ...ADD THE SUMMARY OF DUTIES TO BE PERFORMED.

NOTE: To determine the level of supervision received (e.g., under direct supervision, direction, etc.), refer to the class specification or contact your C&P, Examinations Analyst.

Job Description: This will consist of 'Essential (E)' duties and 'Marginal (M)' duties (if applicable). Enter the percentage of time the incumbent will spend performing each group of essential and marginal functions (Example: A duty that is regarded as 5% is equivalent to approximately 2 hours of work per week OR 8 hours (one day) of work per month). **NOTE:** Percentages must be in descending order with the largest percentage of duties at the top. Percentages must not be less than 5% of time. Total of all percentages must equal 100%.

- Essential Functions – these duties are why the position exists. The employee must be able to perform the essential duties of the position with or without a reasonable accommodation. Ensure the duties assigned to the position are appropriate for the classification and group similar tasks together. Explain **WHAT** the task or duty is to be performed, **WHY** the task is being **WHAT GOAL** is being achieved, and **WHERE/WHEN** is the task done if relevant to the working conditions of the job.
- Example: **WHAT:** Meet with retailers **WHERE/WHEN:** monthly in the field at the retailer's place of business **WHY:** to determine Lottery Scratcher needs **WHAT GOAL:** and ensure supply/demand needs are met.

NOTE: Spell out acronyms. Typically, acronyms are created by a department for division/unit names or other works that are used frequently within the department. These acronyms are not well known throughout all departments within the State of CA or the public. Job applicants and/or new employees will not be familiar with these acronyms or understand their meaning, therefore, acronyms should be spelled out in duty statements (and Job bulletins).

- Marginal Functions – These are additional duties that are incidental or a minimum part of the job. These duties can be redistributed among other staff. Additionally, if you list 'Other duties as assigned', you must indicate what the other duties might entail (e.g., other duties assigned such as assisting other staff as needed, or assist with special projects as assigned, etc.) This percentage must be included in all percentages which in total cannot exceed 100%. **NOTE:** Marginal Functions should be no more than 5%.

Scope and Impact: Describe the following:

- a. Consequences of Error: (Describe consequences to the department, division, etc., if the person did not perform the duties of the position.)
- b. Administrative Responsibility: (Describe incumbent's role, such as activities related to personnel, training, business operations, etc.)
- c. Supervision Exercised and Received: (Describe position that supervises the incumbent and classifications the incumbent supervises, or if not a supervisory classification, add 'This position does not supervise others.')
- d. Internal Personal Contacts: (List frequent internal contacts to perform their duties such as, executive staff, Lottery managers and supervisors, other Lottery division staff, etc.)

Physical and Environmental Demands: (Describe the physical environment of the main work location)

Working Conditions and Requirements: Describe the following:

- a. Schedule:
- b. Travel:
- c. Other:

Effective Date: Enter the effective date of the duty statement (employee appointment date).