

POSITION DUTY STATEMENT

DFPI-HRO 203 (Rev. 08-21)



NAME [Employee]	EFFECTIVE DATE [Actual Start Date]
CLASSIFICATION TITLE Supervisor I	POSITION NUMBER 410-114-4800- (TBD)
WORKING TITLE Facilities Manager	DIVISION/OFFICE/UNIT/SECTION Admin Division/Business Operations/Facilities Management
BARGAINING UNIT S-01	GEOGRAPHIC LOCATION Los Angeles

General Statement: Under the general direction and supervision of the Supervisor II of the Facilities Management Unit, the incumbent may also receive additional instruction and supervision from the Manager II, Chief of the Business Operations Office. The Supervisor I, Facilities Manager, is a working-level supervisor responsible for the management and supervision of the Southern California Offices of the Department of Financial Protection and Innovation. This incumbent may also serve as a backup to Supervisor I, Facilities Manager for the Northern California Offices.

The incumbent's duties include, but are not limited to, the following:

A. Specific Assignments [Essential (E) / Marginal (M) Functions]:

40% Facilities Operations and Administrative Oversight (E)

Incumbent plans, organizes, and directs the activities of the Facilities Management Unit Statewide, including the operational and administrative functions related to the oversight and monitoring of the Facility Condition, Management & Maintenance, Office Space Management, Safety and Security, Emergency Preparedness, Equipment Maintenance, Telecommunication, Fleet/Transportation, and Waste Management. Incumbent generates monthly status reports on workload, including facility activities, space assignments, and equipment inventory. Approves various requests, including procurement and purchases, inventory, and accounting of expenditures.

25% Facilities Policies, Procedures, and Issue Resolution (E)

Establishes, reviews, and implements a wide variety of mandated and instructional policies, procedures, and processes involving facilities management. Establishes priorities, assigns, schedules, and monitors work. Reviews and approves all reports to comply with control agency directives. Makes recommendations and suggests solutions to management for complex departmental facility issues. Responds to, and assists with building maintenance and emergency issues.

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20% Staff Supervision and Performance Management (E)

Responsible for recruiting, hiring, training, and supervising staff. Ensures that staff are familiar with the unit's business plan and principles and that they understand the office/branch expectations and duties as described in their duty statement. Provide feedback on job performance through regular monitoring of their productivity and workload. Prepare timely probation reports and annual performance reviews, provide training opportunities, and develop strategies and tools to build strengths and close performance gaps. If necessary, employ the necessary steps to address performance issues.

10% Management Support and Leadership Coverage (E)

Serves as a key advisor to the Supervisor II and Manager II, the department's Executive Staff. The incumbent may occasionally exercise the necessary level of authority required in the absence of the Supervisor II to provide the necessary level of management required for an effective and cohesive unit. The incumbent will also serve as back-up manager to the BOO General Services Unit (GSU) manager and/or the BOO Acquisitions Services Unit (ASU) manager.

5% Other Duties (M)

Performs other related duties as required.

B. Supervision Received

The Staff Services Manager I reports directly to and receives assignments from the Supervisor II, however, direction and assignments may also come from the Manager II, Chief of Business Operations Office.

C. Supervision Exercised

Supervisor I directly supervises the Facilities Management Unit for the Southern CA Offices, its staff at both the Analyst I and Analyst II levels.

D. Administrative Responsibility

The Supervisor I is a working level supervisor who performs a full range of supervisory and management duties that include providing oversight and guidance to staff ensuring timely completion of assignments; evaluating performance of staff by providing regular feedback, establishing development goals and completing timely evaluation reports; monitoring employee performance and, when necessary, utilizing progressive discipline principles and procedures; completing personnel documentation and utilizing the competitive hiring process; and approving or denying administrative requests including leave requests, timesheets, overtime, and training.

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E. Personal Contacts

The Supervisor I has frequent contact with 1) peer employees of DFPI and other governmental agencies (local/federal); 2) general public; 3) Control Agency (i.e., DGS, SCO, CalHR, DOF, SPB, DOJ) employees; 4) DFPI Executive staff; 5) Agency; 6) Legislative staff/Governor's Office. Contacts with executives usually deal with sensitive material and must be handled in a professional manner according to departmental guidelines

F. Actions and Consequences

The actions of the incumbent have a direct bearing on the success, integrity, and compliance of the Department's Facilities Management Unit.

G. Functional Requirements

The incumbent works 40 hours per week in an office setting or remotely, with artificial light and temperature control. The use of a personal computer and telephone is essential to the duties of this position. The position requires bending and stooping to retrieve files, sitting, and standing consistent with office work, and light lifting of no more than 25 lbs.

H. Other Information

The Supervisor I is expected to exercise good judgment in decision-making, exercise creativity and flexibility in problem identification and resolution, and manage time and resources effectively. Works well with others, under changing priorities.

Regular attendance and punctuality are essential. Possesses good written and verbal communication skills.

CONFLICT OF INTEREST

This position is subject to Title 16, section 3830 of the California Code of Regulations, the Department of Financial Protection and Innovation's Conflict of Interest Regulations; the incumbent is required to submit a Statement of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1st, and within 30 days of leaving office.

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I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

Employee Signature

Date

Employee's Printed Name, Classification

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Supervisor's Printed Name, Classification