

POSITION DUTY STATEMENT

SLC 316 (05/2026)

☐ CURRENT☒ PROPOSED

In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives and experiences, and is free from discrimination. Employees are expected to provide all members of the public equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

All forms must be approved by Human Resources before employee or supervisor sign.

EMPLOYEE NAME:	SUPERVISOR NAME: Anela Freeman
CLASSIFICATION TITLE: Manager II	WORKING TITLE: Assistant Chief Administrative Services Division
POSITION NUMBER: 340-506-4802-001	DIVISION/UNIT: Administrative Services Division
CBID: M01	OFFICE LOCATION: Sacramento
TENURE: ☒ Permanent ☐ Limited Term ☐ TAU ☐ Retired Annuitant ☐ CEA	TIMEBASE: ☒ Full Time ☐ Part Time ☐ Intermittent
CONFLICT OF INTEREST FILER: ☒ YES ☐ NO	DRIVING RECORD REQUIRED: ☐ YES ☒ NO
PROBATIONARY PERIOD: ☐ 6 Months ☒ 12 Months ☐ N/A	☒ APPOINTMENT DATE OR ☐ REVISION DATE:
HR ANALYST APPROVAL: ☒ YES	HR ANALYST SIGNATURE: DATE:

POSITION DESCRIPTION:

Under the administrative direction of the Chief, Administrative Services Division (ASD), the Assistant Chief, ASD works collaboratively with the Chief, ASD. The Assistant Chief, ASD manages the multidisciplinary administrative programs and staff in the State Lands Commission's (Commission) Human Resources/Labor Relations, Records Management, and Fiscal Services (Accounting, Budgets, Procurement, and Business Services) sections.

SUPERVISION EXERCISED (If applicable) AND SUPERVISION RECEIVED:

Supervision received: Chief, ASD

Supervision exercised: direct reports include the Human Resources Manager (Supervisor II), Accounting Manager (Accounting Administrator II), Budget Officer (Supervisor I), Records Management/Office Services Manager (Supervisor II), and the Procurement & Business Services Manager (Supervisor II).

ESSENTIAL JOB FUNCTIONS:

30% Division Planning and Coordination:

Work with the ASD Chief to develop strategies necessary to carry out the goals and objectives of the Commission's Strategic Plan. Coordinate and facilitate ASD's work with other divisions and administrative staff to support program operations, projects, and needs. Develop, modify, implement, and maintain policies, processes, and procedures necessary to carry out the goals and objectives of the ASD. Advise, as necessary, the Division Chief, Assistant Executive Officer, and Executive Officer regarding ASD policies, strategic planning, laws, rules, and regulations pertaining to the various staff services disciplines: Human Resources, Records Management and Office Services Support, Accounting, Budgets, Procurement, and Business Services.

30% Direct Supervisory/Management Responsibilities:

Directly supervise ASD management staff including: meet with subordinate supervisors to review their program workload, objectives, and goals; provide guidance on new processes or programs; establish priorities and assign work to be performed; provide daily oversight of the activities of the Human Resources, Records Management and Office Services Support, Accounting, Budgets, Procurement, and Business Services Sections; ensure collaborative problem solving and decision making is occurring in the Fiscal Services Section; responsible for the day-to-day management decisions to determine the appropriate actions; provide guidance and support to all ASD employees by encouraging professional staff growth, ensuring completion of required training and performance evaluations, encouraging discussion with employees regarding Individual Development Plans, and promoting career development.

20% Project Management:

Oversee the development of methods to streamline processes and procedures within ASD to create efficiencies and address timely service delivery and/or compliance issues, including periodic reports to control agencies such as the State Controller's Office, Department of Finance, and the Department of General Services. Serve as Project Manager/Team Lead, or Liaison for the following types of projects and tasks: Fi\$Cal, California State Payroll System (CSPS), resolving delinquent accounts receivable collections, seeking grants for priority environmental planning, management, and restoration activities; identifying technological tools to increase responsiveness and reporting capabilities, transfer list and migration; and records digitization. During a Job Action, the Assistant Chief acts as the Commission's Job Action Coordinator.

15% Administrative Responsibilities:

Work with the ASD Chief to prioritize ASD's exam planning and hiring coordination. Participate in division recruitments as a subject matter expert, as needed. Oversee the creation of ASD's Budget Change Proposals.

5% Training:

Attend leadership and mandatory training. Act as the Division Chief in the Chief's absence.

MARGINAL JOB FUNCTIONS:

None

WORKING CONDITIONS:

Core business hours of <u>9:00 AM</u> to <u>3:00 PM</u>	☐ Transport items weighing up to _____ pounds
☒ Sit ☒ bend ☒ stoop ☒ stand while working	☒ Appropriate business attire required
☒ Daily use of standard office equipment	☒ Occasional overnight travel
☒ Temperature controlled office with artificial light	☐ Occasional mandatory overtime
Drive as an essential function of the position: ☐ Yes ☒ No	

OTHER (list all other working conditions):

Necessary work outside of core business hours as workload requires or when unforeseen events occur.

DESIRABLE QUALIFICATIONS:

Ability to execute assigned responsibilities	Ability to interact in a courteous and professional manner
Ability to understand and follow directions	Ability to work independently and as part of a team

OTHER (list all other desirable qualifications)

Timely responsiveness to inquiries from the ASD Chief, the Executive Office, and control agencies.

Ability to exercise good judgment and decision making.

Ability to communicate effectively both verbally and in writing.

Possess effective leadership skills and a strong work ethic.

Possess effective organizational and time management skills.

Ability to establish and maintain a professional working relationship with control agencies as well as a variety of people in a number of diverse situations.

Possess knowledge of a variety of staff services functions, including state budgeting, and accounting, business services, procurement, human resources, and records management.

Ability to develop and evaluate alternatives, analyze data, and present ideas and information effectively.

Ability to effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment while supporting the State’s goals of diversity, equity, and inclusion.

Tasks identified in this duty statement reflect the anticipated general functions of the position and should not be considered an all-inclusive list of responsibilities.

I have read and understand the duties listed above and can perform them with or without reasonable accommodation. * (If you believe reasonable accommodation is necessary, please contact EEO@slc.ca.gov immediately.) *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 their job or to enjoy an equal employment opportunity.

Employee Signature	Employee Printed Name	Date
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I certify that the above accurately represents the duties of the position:

Supervisor Signature	Supervisor Printed Name	Date
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