

CALIFORNIA CONSERVATION CORPS

POSITION DUTY STATEMENT

WORKING TITLE OF POSITION Administrative Officer 2	REPORTING UNIT NUMBER 669
DIVISION/BRANCH OR CENTER Delta District, Region 2	LOCATION Stockton, CA
CLASS TITLE Administrative Officer 2	POSITION NUMBER 533-669-4558-001
	EFFECTIVE DATE

Supervision Exercised

NUMBER	DIRECT SUPERVISION CLASSIFICATION	NUMBER	INDIRECT SUPERVISION CLASSIFICATION
1	Office Technician	10+	Corpsmembers
1	Management Svcs Technician	1-2	Cook Specialist 1/2
1	Supervising Cook		
1	Maintenance Mechanic		
1-5	Special Corpsmember		

In all job functions, employees are responsible for creating an inclusive, safe, and secure work and program 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.

Under the supervision of the Delta District Director, the Administrative Officer serves as an advisor to the District and other Northern Region personnel on all administrative matters, and plans, organizes, and directs all administrative and staff services activities in the payroll, safety, training, employee/employer relations, service and supply, duplication, property management, contracts, telephone and reception, vehicle fleet, building management, files, and mail services. Specific activities are as follows:

This position requires that the incumbent work cooperatively with others, maintain regular, consistent, predictable attendance, and exercise good judgment. The specific duties are:

PERSONNEL MANAGEMENT

15% Provide overall direction, guidance, and general supervision of all administrative personnel. Monitor work for conformance to policy, schedules, fund allotments, and quality control. Provide training and evaluate performance. Oversee the District's fiscal requirements, budgets, program expenditures, and funding distribution and monitor expenditures in FI\$Cal. Approve attendance reports, travel expense claims, training requests, performance evaluation reports, and other personnel documents. Meet with District Director and Conservationist Supervisor to coordinate District management, coverage, and workload. Act for District Director in their absence.

Plan, lead, organize, and control the staff and activities of administrative

personnel in order to develop and maintain a highly skilled professional staff to meet the Department's mission through: assigning and distributing work, monitoring and evaluating performance, preparing annual performance evaluation reports, determining training needs and approving training requests, implementing the three phases of progressive discipline, verifying and approving employee's attendance and leave requests, interviewing and hiring qualified employees, understanding employee's rights with regards to labor relations, and leading by example.

- 10% Oversee and manage District-wide hiring processes, including ensuring accuracy of duty statements, position allocation, and appropriate duties in accordance with the classification specifications. Through subordinate staff, manage and coordinate the request to hire process, filling of vacant positions, new employee orientation and identification and implementation of training needs and objectives. Serve on interview panels for a variety of District vacancies. May conduct training sessions.
- 5% With assistance from CCC HR, make recommendations and prepare formal disciplinary action, including preparation and service of actions. Draft counseling and corrective memos and advise District supervisors on levels of discipline. May conduct informal disciplinary investigations and prepare reports to management on investigative findings. May act as Skelly and/or Coleman Officer for non-evidentiary departmental hearings.
- 5% Manage District-wide injured worker case management to include exercises in the principals of accident prevention and safety practices. Monitor injuries and ensure appropriate methods are used to address safety concerns including proper PPE and supplies on hand.

BUDGETING/FISCAL MANAGEMENT

- 20% Coordinate and provide advice on preparation of all documents required in the development and control of the District's budget. Prepare analyses and reports for the Region Deputy, District Director, and headquarters staff on the status of the budget, fund allocations, and expenditures.
- Estimate projected expenses and oversee day-to-day maintenance of the District's budgets. Review budget on an ongoing basis and recommend effective courses of action (adjustments, deletions, modifications) to operate within allocated budget amounts. Responsible to develop annual budget build, quarterly reconciliation of allotments and TBAs, special repair, equipment, budget change proposals, and capital outlay funding requests. Develop proposals for special repair, equipment, and capital outlay funding requests. Audit and ensure proper use of all District petty cash funds. Maintain accurate and up-to-date accounting records of all expenditures to ensure defensible information in an audit. Review monthly FI\$Cal reports and take necessary action to ensure accuracy. Prepare monthly fiscal review spreadsheets and other required reports.

BUSINESS SERVICES & CONTRACTS

- 15% Plan, organize, and direct staff in the preparation of all service agreements. Initiate requests for public works contracts and interagency agreements necessary to support the operations and maintenance needs of the Delta District. Review of all District service agreements for completeness and conformance with State and department policies and procedures. The scope of these duties include: outlining the work to be accomplished; preparation of contract requests; advertising or obtaining approvals for exemption from advertising; evaluation of bids; preparation and submittal of legally sufficient contract and transmittal documents for signature of appropriate department and agency personnel; and administration of resulting contracts. Oversee the District procurement processes. Develop and monitor contracts and service agreements to ensure that expenses are maintained at appropriate levels and provide status reports as requested. Make recommendations on future purchases of vehicles, equipment, services, and supplies. Maintain record management and retention schedules. Provide information and assistance to Conservationist Supervisor regarding the financial aspects of facility operations. Ensure accuracy of property, equipment, and facility inventories. Assure completeness and accuracy of all work relating to finance, procurement, equipment, contracts, personnel, and record keeping.
- 10% Work with Conservation Supervisor to arrange for repair and upgrade of facilities as needed. Responsible for upkeep, repair, and maintenance of buildings at all District locations to maintain a safe, clean, and well-organized environment. Ensure all facility safety items are within compliance and all employees are trained as needed. Manage facilities custodial plans, Integrated Pest Management plans, waste and recycling programs, and construction and renovation plans. Schedule appropriate seasonal changes in landscaping. Develop and implement the District's Facility Emergency Action Plans. Function as staff contact person for Environmental Health and other state and local inspectors. Maintain property inventory for the District and complete survey property reports.
- 5% Oversee District vehicle fleet and manage preventative maintenance plan. Responsible for vehicle inspections, repairs, and maintenance. Ensure that vehicle operators follow maintenance schedule and safe operating techniques and standards for vehicle repair and use. Review vehicle operator records, accident reports, and schedule needed repairs. Prepare quarterly vehicle reports.

PUBLIC RELATIONS

- 5% Serve on departmental committees and attend meetings which may require driving a vehicle on public roadways. Prepare reports and memos. Respond to public requests for information and employment applications. Perform other duties as required, including response to emergencies.
- 5% Assist the District Director to promote and represent the CCC on a local level in the community through regular, ongoing outreach activities with the media, elected officials, other governmental entities (federal, state and local) and

community organizations. Ensure that all state, department and District policies and procedures are followed regarding these contacts.

PROMOTE DIVERSITY, EQUITY, AND INCLUSION

5% Participate in DEI training and initiatives that foster equitable access, inclusion, and cultural competence. Encourage staff participation in DEI programs and apply inclusive practices across all District operations.

SPECIAL REQUIREMENTS

Willingness to work some evenings and weekends when necessary.

Administrative Officer 2 Signature

Date _____

District Director Signature

Date _____

CALIFORNIA CONSERVATION CORPS

POSITION DUTY STATEMENT

WORKING TITLE OF POSITION Administrative Officer 1	REPORTING UNIT NUMBER 669
DIVISION/BRANCH OR CENTER Region 2, Delta District	LOCATION Stockton, CA
CLASS TITLE Administrative Officer 1	POSITION NUMBER 533-669-4590-XXX
	EFFECTIVE DATE

Supervision Exercised

NUMBER	DIRECT SUPERVISION CLASSIFICATION	NUMBER	INDIRECT SUPERVISION CLASSIFICATION
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Under the general supervision of the District Director, the incumbent performs the following duties:

Relative Time
Required

30% Estimates projected expenses and oversees the day-to-day maintenance of the District's budget. Reviews budget on an ongoing basis and recommends effective courses of action to operate within allocated budget amounts. Assists in development of special repair, equipment, and capital outlay funding requests. Audits and ensures proper use of all District petty cash funds. Maintains accurate and up-to-date accounting records of all expenditures to ensure a sound audit trail. Prepares monthly fiscal review spreadsheets and other required reports.

25% Oversees the center procurement processes. Prepares and monitors contracts and agreements to ensure that expenses are maintained at appropriate levels and provides status reports as requested. Makes recommendations on future purchases of vehicles, equipment, services and supplies. Maintains record management and retention schedules. Provides information and assistance to Conservation Supervisor regarding the financial aspects of facility operations. Ensures accuracy of property, equipment and facility inventories.

20% Provides daily supervision of business services, personnel, vehicle, food services, and in-camp operations at the CCC center. Schedules staff to provide

office and kitchen coverage at the residential base. Assures completeness and accuracy of all work relating to finance, procurement, equipment, contracts, personnel, and record keeping. Completes performance evaluations, provides training, and ensures appropriate disciplinary action is taken if necessary.

10% Works with Conservation Supervisor to arrange for repair and upgrade of facilities as needed. Responsible for upkeep, repair, and maintenance of buildings and landscaping at District location to maintain a safe, clean, and well-organized environment. Schedules appropriate seasonal changes in landscaping. Functions as staff contact person for Environmental Health and other state and local inspectors.

10% Responsible for vehicle inspections, repairs, and maintenance. Ensures that vehicle operators follow maintenance schedule and safe operating techniques and standards for vehicle repair and use. Reviews DMV pull notices, vehicle operator records and schedules needed repairs. Prepares quarterly vehicle reports.

5% Participate in professional development trainings, as well as tasks, trainings, and activities that support programmatic and workplace diversity, equity, and inclusion.

Employee Name: Signature: _____ Date: _____

Supervisor Name: Signature: _____ Date: _____