

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☒ Current☐ Proposed

RPA NUMBER 31065	DGS DIVISION / OFFICE or CLIENT AGENCY Office of Fleet and Asset Management (OFAM)	
UNIT NAME Policy Development and Compliance Unit (PDCU)	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 1700 National Drive Sacramento, CA 95834	
CIVIL SERVICE CLASSIFICATION Supervisor I (Sup I)	POSITION NUMBER 306-112-4800-004	CBID S01
POSITION ELIGIBLE FOR TELEWORK: ☒ Yes ☐ No	PROBATIONARY PERIOD ☐ 6 Months ☒ 12 Months ☐ N/A	WORK WEEK GROUP E
WORK SCHEDULE (DAYS / HOURS) Monday - Friday / 8:00am - 5:00pm	TENURE Permanent	
WORKING TITLE State Fleet Policy Manager-Hybrid	TIMEBASE Full-Time	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): ☒ Yes ☐ No	BILINGUAL POSITION: ☐ Yes ☒ No LANGUAGE NEEDED: ☐ Verbal ☐ Written Proficiency language in: _____	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION ☐ Rank and File ☒ Supervisor ☐ Specialist ☐ Office of Administrative Hearings ☐ Client Agency

The Department of General Services' (DGS) Core Values and Expectations of Supervisors and Managers are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS managers and supervisors are to adhere to the Core Values and Expectations of Supervisors and Managers, and to exhibit and promote behavior consistent with those values and expectations.

POSITION CONCEPT

Under the general direction of the Supervisor II (Sup II), the Supervisor I (Sup I) in the Office of Fleet and Asset Management (OFAM), Policy Development and Compliance Unit (PDCU) serves as the first-line supervisor for three (3) Analyst IIs responsible for performing the more varied and complex analytical duties to develop statewide fleet policies and monitor state departments' compliance. The Sup I is also responsible for the most difficult or sensitive state fleet policy development and compliance related work in accordance with state and/or federal laws, rules and regulations that apply to the California state fleet, utilizing laptops, Microsoft Office Suite, and general office and communication equipment.

SPECIAL REQUIREMENTS ☐ Medical Clearance ☐ Background Clearance ☐ Typing ☐ DMV Pull Notice ☐ Drug Testing
☐ Vehicle Home Storage Permit ☐ Driver's License and Class (specify below in Description) ☐ Certificate (specify below in Description)
☐ Professional License (specify below in Description) ☐ Other (specify below in Description)

Telework

The employee must reside in California.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	Provides continuous guidance and direction to PDCU staff in developing statewide fleet policies and monitoring and reporting state fleet's compliance by reviewing staff's written analyses, reports, recommendations, and executive summaries, evaluating supporting data, and providing feedback to ensure appropriate research and analyses are conducted in an efficient and effective manner in order for policy proposals and compliance standards to maintain alignment with all state and/or federal laws, rules and regulations that apply to the California state fleet.
25%	Serves as the subject matter expert of state fleet policies and mandates and provides consultative

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	services to state departments on sensitive and complex policies and compliance issues by researching and analyzing a variety of state fleet policies and mandates, responding to state fleet coordinators/managers' inquiries, and presenting proposals and updates to the State Equipment Council (SEC) members through quarterly in-person or virtual SEC meetings to ensure state departments are informed of any changes in state fleet policies and mandates in order to meet compliance in a timely manner.
15%	Performs project management duties on annual and and/or special projects related to state fleet oversight by establishing project plans, organizing and facilitating necessary project team meetings, documenting project activities, and communicating project scope, roles and responsibilities, any changes, variances, and contingencies to stakeholders to ensure all objectives and goals are met in a timely manner in order to comply with all state and/or federal laws, rules and regulations that apply to the California state fleet.
15%	Supervises, directs, develops, and reviews the work of a hybrid workforce by centralizing communication to virtual platforms to communicate unit goals and objectives, establishing performance expectations and promoting a results-based culture, inputting, reviewing and approving/denying time sheets, managing staff requests for time off, managing various schedules and maintaining adequate staffing, providing direction and information on OHR processes, creating virtual opportunities for team building, and developing timely performance evaluations and training plans in order to provide opportunities for training, promote upward mobility and team collaboration, and provide guidance on personnel performance issues, to ensure equal employment opportunities and a harassment and discrimination-free work environment, utilizing Microsoft applications, virtual communication platforms and equipment (e.g., web cam), Project Accounting and Leave, applicable bargaining unit contract provisions, the Personnel Operations Manual, DGS Policies, procedures and guidelines, State Personnel Board, and California Department of Human Resources laws, rules and regulations.
5%	Collaborates with PDCU analysts and OFAM Public Records Act (PRA) Request Coordinator by gathering necessary information, drafting responses, and obtaining approval from OFAM/DGS executives to ensure timely delivery of requested information to the PRA requestor in order to comply with the California PRA requirements.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	May act on behalf of upper management as required by attending internal meetings, representing OFAM in external meetings, making decisions, and signing documents to ensure managerial duties are performed adequately in the absence of upper management in order to maintain uninterrupted daily operations.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS☒ Travel (Specify the percentage in the travel box below)Travel 1 % of the time to various locations and may include overnight travel by various methods of transportation.

Work involves remaining stationary at workstation for extended periods of time. Assignments are performed either independently or in a team environment. Daily use of personal computer and a variety of office software applications including Microsoft Office Suite are required of the position. Fast-paced professional office

environment with representatives from various DGS offices and State agencies. Occasional travel alone or with others may be required locally and out-of-town for meetings, seminars, presentations and training using various modes of transportation (i.e. taxi, car, airplane).

DESIRABLE QUALIFICATIONS

Demonstrated experience supervising or leading analytical staff, including reviewing work products and providing constructive feedback.

Experience developing or interpreting policies, procedures, or regulatory requirements in a government or compliance-focused environment.

Experience preparing analytical reports, policy documents, briefing materials, or executive-level summaries.

Experience managing projects or coordinating multi-stakeholder work, including organizing meetings, tracking deliverables, or supporting program implementation.

Demonstrated ability to resolve escalated issues, coordinate solutions, or navigate sensitive or complex program challenges.

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at reasonableaccommodation@dgs.ca.gov)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED
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I have discussed the duties of the position with the employee and certify the duty statement represents an accurate description of the essential functions of the position. I have provided the employee with a copy of this duty statement.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED
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C & P APPROVED BY	DATE SIGNED
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