

DUTY STATEMENT

ASD/HRB-12 (REV. 03/2020) PAGE 1 OF 5

DUTY STATEMENT

Employee Name: Vacant	Current Date:
Classification: Manager II	Position #: 812-010-4802-001
Division: Office of the Secretary	CBID: M01
Section: Fiscal and Administrative Programs	
Supervisor Name: Brandy Hunt	Supervisor Classification: CEA Range B

I certify that this duty statement represents an accurate description of the essential functions of this position.	
Supervisor:	Date:

I have read this duty statement and agree that it represents the duties I am assigned.	
Employee:	Date:

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- ☒ Designated under Conflict of Interest Code
- ☐ Duties performed may require pre-employment physical.
- ☐ Duties performed may require drug testing.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires the utilization of a 32-pound self-contained breathing apparatus.
- ☐ Operates heavy motorized vehicles.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Works at elevated heights or near fast moving machinery or traffic.
- ☐ Performs other duties requiring high physical demand. (Explain below):
- ☐ Duties require use of hearing protection and annual hearing examinations.

SUPERVISION EXERCISED

☐ None	☐ Lead Person
☒ Supervisor	☐ Team Leader

DUTY STATEMENT

ASD/HRB-12 (REV. 03/2020) PAGE 2 OF 5

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises: 2 PYs

2 - Supervisor II

Total number of positions in Section/Branch/Office for which this position is responsible: 24

FOR LEADPERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position LEADS:

MISSION OF SECTION:

The mission of the California Environmental Protection Agency (CalEPA) is to restore, protect and enhance the environment and to ensure public health, environmental quality and economic vitality.

The mission of the Fiscal and Administrative Programs Unit is to ensure the effective and efficient allocation and use of resources for environmental regulatory programs. The Unit provides comprehensive and strategic leadership in Human Resources, Business Services, Budgets, Accounting and Information Technology throughout the Agency. The Unit also directly administers the Office of the Secretary's budget and administrative operations. CalEPA's Fiscal and Administrative Programs Unit carries out their duties with a commitment to delivering high-quality, efficient, and compliant administrative functions that support CalEPA and its Boards, Departments, and Offices (BDOs). The Unit ensures fiscal integrity, operational excellence, and adherence to all statewide policies and statutory requirements, while fostering a fair, equitable, and productive work environment.

CONCEPT OF POSITION: Under the direction of the Deputy Secretary Fiscal Policy and Administrative Programs (Deputy Secretary), the Assistant Deputy Secretary for the Administrative Services Division provides leadership and direction over the California Protection Agency's (CalEPA) core administrative functions, including Human Resources and Business Services which includes Facilities, Health Safety and Wellness along with the following functions that support CalEPA and the Boards Department and Offices (BDO) including Mail Services, Shipping and Receiving and Digital Imaging. The incumbent ensures these operational areas deliver high-quality services, maintain fiscal and organizational integrity, and comply with all applicable statewide policies and statutory requirements.

DUTY STATEMENT

ASD/HRB-12 (REV. 03/2020) PAGE 3 OF 5

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
40% - E	Human Resources & Labor • Serve as CalEPA's Personnel Officer and principal HR advisor to the Deputy Secretary on complex, confidential, and sensitive personnel matters; set strategic direction for enterprise HR policies and programs. • Serve as CalEPA's Labor Relations Officer, advising Agency's labor strategy, bargaining posture, negotiations oversight, grievance resolution, and coordination with labor partners. • Lead CalEPA's Health and Safety program: establish policies and procedures, ensure agency compliance with Cal/OSHA and other health/safety requirements, and advise the Deputy Secretary on decision-making during workplace incidents. • Direct and oversee on-site HR professional staff and contractors providing classification and compensation, recruitment, examinations, transactions, onboarding/offboarding, and related civil service functions; ensure quality control and timely delivery of services. • Manage high-level interactions and negotiate solutions with control agencies and partners, including the Department of Human Resources (CalHR), State Personnel Board (SPB), State Compensation Insurance Fund (SCIF), the California Civil Rights Department/Office of Civil Rights, and other oversight entities as required. • Ensure CalEPA HR practices comply with applicable statutes, collective bargaining agreements, State Administrative Manual policies, and CalHR/SPB rules; recommend policy or operational changes to reduce legal and program risk. • Oversee workforce planning and succession planning: identify critical roles, develop leadership pipelines, and implement strategies to close gaps in talent and institutional knowledge. • Represent CalEPA on the Disability Advisory Committee (DAC) and drive agency-level improvements in accessibility, reasonable accommodation processes, and tools for employees with disabilities.

DUTY STATEMENT

ASD/HRB-12 (REV. 03/2020) PAGE 4 OF 5

	• Maintain confidentiality and manage sensitive investigations or personnel actions; brief executive leadership and prepare materials for hearings, audits, or legislative inquiries as needed.
35% - E	Business Services • Provide leadership for business services delivered to CalEPA and its BDOs; set strategic direction, policy, and performance expectations for subordinate managers and professional staff responsible for facilities, mail, records, fleet, printing, supplies, and sustainability programs across the enterprise. • Oversee facilities management and space planning for CalEPA: establish workplace standards, manage lease and space assignments, coordinate capital projects for the BDOs, and serve as the executive liaison to the Department of General Services (DGS) on real estate, maintenance, and construction matters. • Lead emergency preparedness and continuity of operations (COOP) efforts for occupied facilities: develop and maintain plans, conduct management and staff-level planning and exercises, coordinate with California Office of Emergency Services and other partners, and ensure readily available executive decision pathways during incidents. • Oversee mail and messenger services, ensuring secure, efficient distribution, compliance with state mail policies, and timely service delivery. • Direct records management and retention programs: ensure compliance with State records retention schedules and the State Archives/Secretary of State requirements; implementing records policies, training, and audit-ready practices across the agency. • Manage CalEPA's vehicle fleet strategy and operations: set policy on vehicle allocation and utilization, oversee fleet maintenance and lifecycle replacements, and coordinate with Department of General Services (DGS) Fleet Services. • Administer the Commuter Subsidy and Parking Program for CalEPA and all BDOs: establish program policy, ensure compliance with applicable tax and state rules, manage vendor relationships and budget impacts. • Oversee equipment, supplies, and inventory management: ensure effective asset tracking, scheduled maintenance, timely replacement, and compliant disposal in coordination with procurement policies. • Oversee the CalEPA printing plant: set objectives for cost recovery, quality, and service levels; ensure compliance with

DUTY STATEMENT

ASD/HRB-12 (REV. 03/2020) PAGE 5 OF 5

	state printing standards and coordinate with DGS Office of State Publishing as appropriate. • Ensure departmental compliance with the State Administrative Manual, DGS policies, and applicable statutes; identify and implement operational improvements to reduce costs, mitigate risk, and improve service levels. • Provide executive briefings, performance metrics, and recommendations to the Deputy Secretary, Secretary, Undersecretary, and senior leadership on business services priorities, budgets, and escalated operational issues.
20% - E	Administrative Responsibilities Participates in agency- wide planning, policy making, and decision making, as well as the development, implementation, and evaluation of CalEPA's strategic and operational planning. Assigned "agency monitor" for the State Leadership Accountability Act's (SLAA) biennial reporting to the Department of Finance. Oversee the development of policies, work plans and tracking systems for administrative services. Responsible for mentoring subordinate managers and staff, evaluating their performance, training needs, and assisting them in meeting their career goals and objectives.
5% - M	Participation in other duties that include, but may not be limited to professional development, networking, representing the organization in select instances, acting on behalf of the Secretary, etc. Other duties as assigned by supervisor