

**DUTY STATEMENT**

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**DUTY STATEMENT**

|                                              |                                          |
|----------------------------------------------|------------------------------------------|
| Employee Name:<br>Vacant                     | Current Date:                            |
| Classification:<br>Supervisor II             | Position #:<br>812-010-4801-002          |
| Division/Office:<br>Office of the Secretary  | CBID:<br>S01                             |
| Section:<br>Fiscal Policy and Administration |                                          |
| Supervisor Name:<br>Vacant                   | Supervisor Classification:<br>Manager II |

|                                                                                                                    |       |
|--------------------------------------------------------------------------------------------------------------------|-------|
| 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**

|                                                |                                      |
|------------------------------------------------|--------------------------------------|
| <input type="checkbox"/> None                  | <input type="checkbox"/> Lead Person |
| <input checked="" type="checkbox"/> Supervisor | <input type="checkbox"/> Team Leader |

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

Total number of positions in Section/Branch/Office for which this position is responsible: 13

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 (Cal/EPA) is to restore, protect and enhance the environment and to ensure public health, environmental quality and economic vitality.

The Fiscal and Administrative Programs Unit ensure the effective and efficient allocation and use of resources for environmental regulatory programs. The Unit communicates, coordinates, implements and oversees fiscal, human resources and administrative policies throughout the Agency. The Unit also administers the Office of the Secretary's budget and office operations.

CONCEPT OF POSITION:

Under the general direction of the Manager II the Supervisor II provides direct supervision, program leadership, and management oversight for the Health and Safety, Human Resources, and Administrative Support Units. The position serves as a key management advisor and works collaboratively with executive leadership, managers, supervisors, employees, and other departments to address complex operational, personnel, health and safety, and administrative matters. Duties include, but are not limited to, the following:

| <u>% OF TIME</u> | <u>RESPONSIBILITIES OF POSITION</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 40% - E          | <ul style="list-style-type: none"><li>• Provides management oversight of the Health and Safety program through the Health and Safety Supervisor and ensures the organization maintains effective workplace health and safety practices</li><li>• Provides management oversight of administrative support operations through the Human Resources and Administrative Support Supervisor and ensures effective delivery of services to the division and executive leadership.</li><li>• Serves as a resource for management on personnel-related matters.</li><li>• Plan, organize, direct, implement, and evaluate section priorities, operational objectives, performance measures and strategic initiatives to ensure alignment with the Agency's mission, statewide goals, and agency policies.</li></ul> |

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|         | <ul style="list-style-type: none"><li>• Provide leadership and recommendations to Division executive management regarding health and safety, human resources and administrative operational support functions.</li><li>• Direct, and oversee section's workload management, operational performance, and business process improvement initiatives. Evaluate program performance metrics, workload distribution, and operational trends to identify risks, improve efficiency, enhance accountability, and ensure the delivery of high-quality work products.</li><li>• Conduct performance evaluations and addressing performance issues in accordance with applicable policies and procedures.</li><li>• Identifying resource and staffing needs and making recommendations to management.</li></ul>                                                                                                                                                                                                                                                                                                                                                        |
| 25% - E | <ul style="list-style-type: none"><li>• Leads comprehensive reviews of existing policies and procedures to assess effectiveness, identify gaps, address inconsistencies, and ensure continued alignment with current legal, regulatory, operational, and organizational requirements.</li><li>• Directs the development of new and revised policies, procedures, standards, protocols, and administrative guidelines in response to changes in laws, regulations, statewide direction, organizational needs, identified risks, audit findings, operational issues, or emerging trends.</li><li>• Interprets and analyzes complex policy and procedural requirements and translates them into practical guidance for managers, supervisors, and staff.</li><li>• Develops policy recommendations for management consideration, including analysis of operational impacts, risks, resource requirements, implementation considerations, and potential alternatives.</li><li>• Oversees communication and rollout of policy changes to ensure employees, managers, and supervisors understand new requirements and their respective responsibilities.</li></ul> |
| 25% - E | <ul style="list-style-type: none"><li>• Leads, directs, and oversees complex special projects and organizational initiatives involving Health and Safety, Human Resources, Administrative Support, and other areas as assigned.</li><li>• Identifies, initiates, and leads special projects in response to organizational priorities, emerging issues, management direction, legislative or regulatory changes, operational needs, audit findings, risk assessments, or opportunities for organizational improvement.</li><li>• Serves as the project lead and provides overall direction, coordination, and accountability for assigned projects.</li><li>• Coordinates complex projects involving multiple BDOs, divisions, programs, and subject matter experts.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                |

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|         |                                                                                                                                                                                                                     |
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|         | <ul style="list-style-type: none"><li>• Leads cross-functional workgroups, committees, and project teams and facilitates meetings to establish priorities, resolve issues, and maintain project momentum.</li></ul> |
| 10% - M | Perform other job-related duties as required.                                                                                                                                                                       |