

DUTY STATEMENT

ASD/HRB-12 (REV. 03/2020) PAGE 1 OF 4

DUTY STATEMENT

Employee Name: Vacant	Current Date:
Classification: Supervisor I	Position #: 812-010-4800-006
Division/Office: Office of the Secretary	CBID: E48
Section: Executive Office	
Supervisor Name: Yana Garcia	Supervisor Classification: Secretary for Environmental Protection

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 4

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

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 Secretary for Environmental Protection and the administrative direction of the Deputy Secretary for Fiscal Policy and Administration, the incumbent acts as the Equal Employment Opportunity (EEO) Officer for the agency and is directly responsible for monitoring, assessing, coordinating, and managing all EEO related programs and services including discrimination complaint process and investigations, sexual harassment prevention coordinator, workforce analysis, upward mobility program, disability advisory committee, limited examination and appointment program, and bilingual services program. The incumbent also independently coordinates sensitive, complex, and cross-BDO assignments that support CalEPA's administrative operations and organizational development efforts. Duties include, but are not limited to, the following:

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
40% - E	• Ensures the Department complies with all EEO-related federal, state, and control agency laws, policies, rules, and regulations. • Investigates all discrimination and sexual harassment complaints; conducts interviews; prepares reports which include documentation of findings, analysis of findings, development of conclusions and recommendation for appropriate actions; prepares letters and memoranda advising of investigative findings. • Investigates and/or responds to Department of Fair Employment and Housing (DFEH) and EEO Commission (EEOC) complaints of discrimination and related document requests. • Facilitates and mediates disputes on policies and procedures.

DUTY STATEMENT

ASD/HRB-12 (REV. 03/2020) PAGE 3 OF 4

	• Responsible for defining, establishing, and/or conveying the agency's position or intent on sensitive issues and policy. • Objectively monitors and assesses the agency's personnel policies and practices; recommends administrative changes to prevent discrimination and to continuously facilitate equal employment opportunity. • Provides agency-wide leadership to achieve equal employment opportunity in every aspect of employment. • Advises staff and management in the development, implementation, and maintenance of discrimination-free policies, procedures and practices. • Monitors the agencies' recruitment, examination, hiring, and retention policies and procedures to ensure that no non-job-related barriers or discriminatory practices exist. • Responds to management and employee concerns and problems under confidential conditions; provides consultation and assistance to all managers and supervisors in understanding and implementing the Department's EEO program and its mandates. • Identifies and analyzes repetitive EEO issues. • Develops and updates EEO policies and procedures as needed.
35% - E	• Lead complex, agency-wide administrative projects that require coordination among multiple boards, departments, offices, and functional areas. • Coordinate projects involving multiple functional areas, including Administration, Human Resources, Fiscal/Budget, Facilities, Health and Safety, and executive support. • Establish project objectives, milestones, timelines, deliverables, and accountability measures for complex assignments. • Serve as a liaison between program areas to facilitate communication, resolve issues, and ensure timely completion of shared assignments. • Coordinate special projects assigned by executive leadership or management, including assignments involving sensitive, high-priority, or time-critical issues. • Coordinate the development, review, and packaging of budget change proposals, fiscal concepts, and other resource requests. • Develop executive-level briefings, decision documents, issue papers, reports, and recommendations.

DUTY STATEMENT

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

15% - E	• Coordinates the department's Upward Mobility Program, develops goals and timetables • Performs the Annual Workforce Analysis. • Coordinates the department's bilingual services program including performing language surveys. • Oversight of the agency's Disability Advisory Committee. • Acts as the department's limited examination and appointment program (LEAP) Coordinator.
10% - M	Other Duties as assigned.