

Department of Consumer Affairs
Position Duty Statement
HR-41 (new 9/2019)

Classification Title Career Executive Assignment B (CEA B)	Board/Bureau/Division Contractors State License Board (CSLB or Board)
Working Title Chief Deputy Registrar	Office/Unit/Section/Geographic Location Executive/Sacramento/Headquarters
Position Number 622-501-7500-004	Name and Effective Date

GENERAL STATEMENT

Under the general direction of the Registrar of Contractors, the Chief Deputy Registrar (CEA B) is responsible for the development, organization, and management of all CSLB programs, and for sustaining a culture of collaboration, accountability, and transparency. Through subordinate senior staff, the incumbent is responsible for the management of all CSLB operations, expenditure, and staff development. The CEA B's duties include, but are not limited to, the following:

A. **SPECIFIC ACTIVITIES** [Essential (E) / Marginal (M) Functions]

25% (E) Management Oversight

Plan, organize and direct the work of multidisciplinary professional and administrative staff. Oversee all administrative activities of the Board's six divisions, Executive, Administration, Enforcement, Licensing, Information Technology, and Testing. Resolve complex and sensitive administrative issues raised by executive and management staff. Evaluate and make decisions on ongoing issues involving budgets, expenditures, fiscal, personnel, and other administrative functions.

25% (E) Implementation Oversight

Develop, review, and implement policies and operating procedures. Recognize changes and trends in the construction industry as they relate to the Board operations and recommend and/or implement course of actions appropriately. Direct the development and implementation of regulations adopted by the Board. Appear and advocate before legislative committees on legislation that directly impacts the Board. Advise the Registrar and Board members on critical issues that may impact the Board and make recommendations that may result in litigation, legislation, regulations, or policy adjustment.

10% (E) Special Projects

Establish and/or assign priorities and objectives to Board staff. Direct and review progress of sensitive and critical special projects and task forces within the Board. Provide direction on projects and other work with the Budgets Office, Department of Finance, Office of the Governor, State Legislature, etc. Develop and sustain cooperative relationships with Board staff, the National

Association of State Contractors Licensing Agencies, the construction industry, news media, other regulatory agencies, industry representatives, State Legislature, and the public. Participate in Board and Committee Meetings. Act as a representative of the Board making presentations to the public, State government and Legislature.

10% (E) Legislation Oversight

Oversee the analyses of legislation relevant to Board interests; reports to the Board on the nature of status of legislation; prepares and conveys opinions to the Governor, appropriate legislators, or other factions.

10% (E) Executive Reports

Responsible for the preparation and development of the Board's Strategic Planning, Sunset reports, Board meeting and committee meeting packages, etc. through directing the work of subordinate staff. Responsible for the preparation of special Board studies, surveys, correspondence, and statistical reports.

10% (E) Other State Agency Oversight

Coordinate with the Attorney General and other law enforcement agencies in matters relating to the Board's enforcement actions and mandates. Direct the preparation of recurring and special reports to the Registrar, Board, Governor, Legislature, Bureau of State Audits, and others.

10% (E) Fiscal Oversight

Analyze fiscal requirements and direct budget preparation. Travel to meetings and represent the Board and Registrar before the Legislature, Department of Finance, and the Department of Consumer Affairs. Approve monetary expenditures of the Board.

B. SUPERVISION RECEIVED

The CEA B works under the general direction of the CSLB Registrar (Exempt).

C. SUPERVISION EXERCISED

The CEA B supervises Executive support staff, and all CSLB program Chiefs (Administration, Enforcement, Information Technology, Legislation, Licensing, Public Affairs, and Testing.)

D. ADMINISTRATIVE RESPONSIBILITY

The CEA B has overall responsibility for all administrative and technical support functions of the Board.

E. PERSONAL CONTACTS

The CEA B has regular contact with Board members, Legislative members/staff, Board staff, DCA Executive staff, members of the trade and industry groups, other stakeholders, other regulatory entities, and the public.

F. ACTIONS AND CONSEQUENCES

The CEA B is the second in command. The consequences of their actions pose significant impact to the overall operation of the Board. Failure to carry out the duties could result in diminishing consumer protection, placing the consumers at harm by unscrupulous contractions, resulting in inappropriate actions taken against licensed and unlicensed contractors, and negatively impacting the Board relationships with other State and local agencies, and trade and industry groups.

G. FUNCTIONAL REQUIREMENTS

The incumbent is a Work Week Group E employee and is expected to work an average of 40 hours per week each year and may be required to work specified hours based on the business needs of the office. No specific physical requirements are present: the incumbent works in an office setting, with artificial light and temperature control. Daily access to and use of a personal computer and telephone is essential. The incumbent must occasionally position self to perform a variety of tasks and must frequently move about to and/or from worksites. The incumbent is required to travel throughout an assigned geographical area by various methods of transportation.

H. OTHER INFORMATION

Title 11, section 703 (d) of the California Code of Regulations requires criminal record checks of all personnel who have access to Criminal Offender Record Information (CORI). Pursuant to this requirement, applicants for this position will be required to submit fingerprints to the Department of Justice and be cleared before hiring. In accordance to DCA's (CORI) procedures, clearance shall be maintained while employed in a CORI-designated position. Additionally, the position routinely works with sensitive and confidential issues and/or materials and is expected to maintain the privacy and confidentiality of documents and topics pertaining to individuals or to sensitive program matters, at all times.

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

This position is subject to Title 16, section 3830 of the California Code of Regulations, the Department of Consumer Affairs' Conflict of Interest Regulations. The incumbent is required to submit a Statement of Economic

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Interests (Form 700) within 30 days of assuming office, annually by April 1st, and within 30 days of leaving office.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

Employee Signature

Date

Employee's Printed Name, Classification

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Supervisor's Printed Name, Classification

Approved: 2/25