

DUTY STATEMENT

CLASSIFICATION	DIVISION
Career Executive Assignment (CEA), B	Executive
WORKING TITLE	BRANCH / UNIT
Deputy Director of Administrative Services	Administrative Services
POSITION NUMBER	COLLECTIVE BARGAINING UNIT
016-010-7500-002	M01
EMPLOYEE NAME	EFFECTIVE DATE
Vacant	

CSD Mission:

The mission of the Department of Community Services and Development (CSD) is to improve the economic security of vulnerable Californians through programs and partnerships that support the state's diverse communities.

Position Summary:

Under the direction of the Chief Deputy Director, the Deputy Director of Administrative Services Division directs and oversees all administrative functions, including those in support of the Department's community service and energy assistance programs. The administrative functions include, but are not limited to contracts, accounting, budgets, Fi\$Cal implementation, audit services, information technology, human resources, facility management and business services. The Administration Division Deputy Director serves as a key member of the Director's Executive team in the development and implementation of departmental policy. The Administration Division Deputy Director advises and consults with the Executive Staff concerning sensitive, controversial and/or significant issues that affect departmental policies. Duties include, but are not limited to the following:

Essential Functions:

- 35 % Provides executive leadership and establishes policies and procedures for the services provided by the Administration Division in support of CSD programs. Advises and provides recommendations to the Director and Chief Deputy Director regarding the overall administrative policies of the Department. Participates in all policy decisions made by the Department and evaluates the impact these decisions may have on the budget and department employees or operations. As a member of the Executive team, participates in the development of the department's strategic plan and efforts to make CSD an Employer of Choice.

- 30 % Plans, organizes, directs, and evaluates, through subordinate managers and supervisors, the work of the Administration Division's consisting of three operational areas: 1) Financial Services – includes oversight of departmental budget, local assistance allocations, financial analysis and forecasting, fund accounting and reporting, and other accounting services, audit services, risk assessment and compliance monitoring; 2) Administrative Operations – includes personnel, labor relations, training, professional management development, contracts administration, business services; and 3) Information Technology Services – to support program objectives, business analysis,

maintenance and operation of IT systems and infrastructure, application development, vendor management, information security and disaster preparedness and response.

- 25 % Oversees the development of the departmental budget, including development of financial projections, cost allocation, claiming mechanisms, and allocation distribution of federal grant awards and state budget allocations between CSD and subgrantees. Where necessary will assist CSD program divisions in the development of annual budgets to secure federal grant awards and support the department's engagement in the state budget process. Provides oversight of all Department funds and maintains accurate records to ensure compliance with all state and federal rules and regulations. Responds to audit inquiries at the state and federal level. Develops and maintains fiscal systems to ensure accurate accounting of expenditures. Manages the Administration Division budget.
- 10% Represents the Department and makes presentations before the Legislature, California Health and Human Services Agency (CHHSA), Department of Finance (DOF), Legislative Analyst's Office (LAO), California Department of Human Resources (CalHR), State Personnel Board (SPB), and various organizations that work with the Department. Also prepares written correspondence and reports as required and in response to requests from these organizations, other departments, the Governor's Office and the public. As necessary, perform other duties as required and consistent with department needs in alignment with the C.E.A. class specifications. Participate in activities that contribute to professional growth and development.

Supervision Received:

The Deputy Director, Administration Division reports to the Chief Deputy Director and Director.

Supervision Exercised:

The Deputy Director, Administration Division provides direct supervision to one Information Technology Manager I, one Staff Services Manager III, and provides general oversight for approximately 50 professional and technical staff.

Personal Contacts:

Position has ongoing responsibility for high-level contact with the DOF, CHHSA, CalHR, SPB, Bureau of State Audits (BSA) LAO, State Controller's Office (SCO), the Governor's Office, and any other state or federal agency necessary for the effective and efficient operation of the department.

Responsibility for Decisions and Consequences of Error:

The position, reporting to the Director's Office, is responsible for the financial and accounting programs, information technology services, human resources, other administrative support, audit services and compliance coordination functions for CSD.

The position has key policy-setting responsibilities and participates as a member of the Director's Executive Management Team that has primary responsibility for the formulation of major department policies impacting all programs. Inadequate participation in policy development or ineffective division leadership to achieve exemplary provision of services and compliance functions can have significant negative consequences for the Department, related agencies and the public.

Conduct, Attendance, and Performance Expectations

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (both orally and in writing) and with tact in dealing with the public and/or other employees; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures.

This position performs administrative duties including, but not limited to: adheres to Department policies, rules, and procedures; submits administrative requests including leave, overtime, travel, and training in a timely and appropriate manner; accurately reports time; and submits time sheets by the due date.

Working Conditions:

- To promote collaboration, team cohesion, and employee development, CSD operates on a hybrid schedule in accordance with both Statewide and CSD's Telework Policies.
- Work at an alternate work location must be conducted in a space that is ergonomically sound, private, distraction-free, and has safe working conditions to be eligible to telework.
- Work performed in the office is in a climate-controlled building with both natural and artificial lighting.
- Work requires sitting for an extended period using a personal computer and the use of standard office equipment, such as phones, copiers, or scanners.
- Occasional travel may be required to attend meetings, training, and other job-related events.

Competencies:

- Leadership – Creates a sense of direction, purpose, and momentum for the organization's mission. Creates a positive work environment offering clarity around goals and objectives and ensuring that those who are led work collaboratively to achieve results.
- Mentor and Coach – Ability to instruct, direct, and prompt subordinates to help them perform to their full potential.
- Consistently demonstrate the highest level of professional ethics, keeping sensitive matters in strict confidence and taking seriously the government's responsibility to act prudently, objectively and within its lawful authority.
- Treat all assignments personally given to you by the Director and Chief Deputy Director as priority.
- Personify and provide effective Division leadership for CSD's number one objective, which is to provide clear, accurate, courteous, timely, and competent services to all internal and external customers.
- Positive leadership and the ability to generate enthusiasm for agency and divisional goals, policies, and projects.

- Be aware of the Department's critical issues and anticipate and influence the future.
- Remain informed on current department and agency events and issues.
- Report issues weekly to the Chief Deputy Director.
- Administer Department goals and missions.
- Exercise good judgment and be accountable for the decisions you make.
- Communicate opinions and recommendations effectively and in a variety of formats, including verbal, written and electronic.
- Convey a professional demeanor to all those contacted in the course of work and project a positive image of technical expertise, trust, helpfulness and fairness.
- Deliver public information in a well-developed presentation.
- Attend regularly scheduled meetings.
- Be a natural leader and a team player.
- Be accessible and accountable to all CSD staff.
- Exercise tact, resourcefulness and good negotiation skills in daily contact with all levels of staff and the public.
- Use creative thinking techniques to solve problems and expand viable solutions.
- Ability to reason logically.

Special Requirements:

Occasional travel may be required to attend meetings, trainings, and other job-related events.

Conflict of Interest: This position is subject to Title 16, section 3830 of the California Code of Regulations. The incumbent is required to submit a Statement of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1st, and within 30 days of leaving office.

Employee Acknowledgement:

I have read and understand the duties and requirements listed above. I am able to perform these duties with or without reasonable accommodation. (If reasonable accommodation is necessary, please complete a Reasonable Accommodation Request Form from CSD Human Resources, Reasonable Accommodation Coordinator.)

Employee Signature

Date

Supervisor Acknowledgement:

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

After signatures are obtained, make 3 copies:

- Send a copy to CSD HR (csd.hr@csd.ca.gov)
- Provide a copy to the Employee
- File a copy in the Supervisor's drop file