

POSITION DUTY STATEMENT

Division: Operations Division	Classification Title: 4801 Supervisor II
Branch: Staff Services Branch	Working Title: Administrative Team Manager
Unit: Staff Services	Tenure/Timebase: Permanent Fulltime
Position City: Sacramento	Position County: Sacramento County
Position Number: 202-4801-001	CBID/Bargaining Unit: S01
Conflict of Interest Classification: No This position is designated under the Conflict of Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.	
Medical Evaluation: No	Bilingual Language: Unknown
Sensitive Position: No	DMV Employee Pull Notice: No
Fingerprint/Live Scan: Yes	Professional License: No
Work Week Group: E	Date Approved:

Direction Statement and General Description of Duties: Under the guidance of the Chief of Staff, Operations Division, the Supervisor II directs the operations of three Administrative Units, within the Operations Modernization Branch Staff Services. The Supervisor II will perform duties related but not limited to; budget, workload analysis, facilities, procurement and contract administration.	
Percentage and Essential/Marginal Functions:	
40%	Financial Operations Oversight (E) Through two subordinate Supervisor Is oversees the operations of the Administrative Fiscal and Facilities Section, ensuring all administrative financial responsibilities such as annual processes, audits, consultation, administrative projects and assignments are

POSITION DUTY STATEMENT

	completed timely, accurately, and with high levels of customer service to the Division, Department, and external stakeholders. Serves as a liaison with other Divisions regarding administrative issues requiring support or guidance. Areas of expertise include: Divisional Budget - Oversees the Operation's Division budget, expenditure reports, budget drills, and monitors the Division's financial status in Personal Services and Operating Equipment and Expenses, projecting and monitoring fiscal changes and their impact on the Operations Division. Contracts - Oversees divisional contracts, inter-agency agreements, and service agreements, reviews contractual fiscal obligations, specifications, statements of work, and contract language to ensure compliance with laws and policies to safeguard divisional and departmental interests. Procurement - Oversees the planning and procurement of the Operations Division's major and minor equipment. Ensures procurement plans meet needs of the program while realizing budget limitations, upcoming project cycles, and long-term deployment plans. Activity Based Costing (ABC)/Forecasting/Reporting- Oversees ABC reports, time workload reports, and forecasting volumes for the Operations Division.
20%	Facilities/Space Planning (E) Manages, through a subordinate Supervisor I, the Operations Division's facilities to ensure that they remain safe, secure, and well maintained for employees and the general public. Direct staff responsible for managing lease renewal, construction and renovation, and relocation projects to improve efficiency and to ensure that facilities meet environmental, health, and security standards, and comply with government regulations. Reviews determinations for facility needs from the program or staff and makes recommendations to executive management on space allocations/configurations, and identifies special equipment needed. Directs administrative activities related to the processing of work orders for telephones, facility space requests, and cabling changes. Prepares written and oral presentations for management, divisional employees and other interested parties regarding project status and program activities.
20%	Health and Safety/Worker's Compensation (E) Manages, through a subordinate Supervisor I, the Operations Division's Health and Safety program by developing and implementing procedures, identifying, evaluating and correcting unsafe practices and workplace hazards and assuring the division complies with state directives. Evaluates and provides direction on initiatives put forward by staff to improve divisional safety and security practices and promote consistency. Oversees communication between staff, the programs and Administrative Services Division (ASD) Facilities to ensure swift actions are taken to minimize all safety hazards within units. Directs the activities of the WC/RA Program, ensuring that all claims are tracked and monitored by staff to ensure timely resolution. Directs the activities of the Operations Division Ergonomic Program, ensuring all Operations employees are provided ergonomic

POSITION DUTY STATEMENT

	assessments when needed in compliance with the Division of Occupational Safety and Health (Cal/OSHA), RA and WC rights. Meets with Operations management, Human Resources Branch (HRB) and ASD Facilities when necessary to resolve complex health and safety issues. Evaluates the effectiveness of the Operations Division Health and Safety program and develops long term strategies and goals to enhance the program.
10%	Policy and Procedures (E) Analyzes internal processes and recommends procedural or policy changes to improve operations. Develops and implements divisional policies, goals, objectives, or procedures pertaining to facilities and administrative matters in conjunction with stakeholders (i.e. Deputy Director, Branch Chiefs, Program Managers and Staff Services management) and staff members. Implements solutions to complex program issues and advises the Deputy Director and Chief of Staff on its potential impact to the Division's operations.
5%	Special Projects (M) Handles special projects and assignments, as determined by the Deputy Director and Chief of Staff, such as right-sizing analysis and capital outlay project proposals. Plans and implements large-scale Divisional projects by developing project documentation (project charters, statement of work, project checklists and risk assessments) and meeting with stakeholders to evaluate the project's progress and change the project course as needed.
5%	Staff Development (E) Handles personnel related matters, hiring, interviewing, assigning and redirecting work assignments based on priority and operational needs, providing training and mentoring to staff, and correcting issues and deficiencies in performance. Provides additional assistance as required within the Division, serves as support and back-up to the Chief of Staff. Performs other job-related duties as required.

Supervision Received: The Supervisor II reports directly to and receives the majority of assignments from the Chief of Staff.

Supervision Exercised and Staff Numbers: The Supervisor II directly supervises three Supervisor Is.

Physical Requirements: Working Conditions Work in a climate-controlled office environment in a cubicle. Works under artificial lighting, with exposure to computer screens and other basic office equipment. Will be sitting and typing for long periods of time. Physical Requirements May be required to travel for off-site site assessments, training, presentations and meetings up to 10% of the time. Exert up to 25 lbs. of force

POSITION DUTY STATEMENT

occasionally, and a negligible amount of force to move objects.

Special Requirements: Innovative thinking, takes initiative, training and meeting facilitation skills, excellent communication and writing skills.

Personal Contacts: Will interact with a variety of executives, program managers, managers, rank and file staff, vendors/consultants, customers, and stakeholders from within the division, other divisions, or other state departments. Communication is performed by phone, e-mail, in-person, and mail. Interactions may be general, confidential, sensitive, or informative.

EMPLOYEE ACKNOWLEDGMENT

I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe you may need to request reasonable accommodation to perform the duties of this position, discuss your request with your manager/supervisor who will engage with you in the interactive process.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

MANAGER/SUPERVISOR ACKNOWLEDGMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE