Duty Statement

☐ Current ☒ Proposed

RPA Number: N/A	Classification Title: Supervisor I	Position Number: 673-820-4800-011
Incumbent Name: Vacant	Working Title: Administrative Operations Supervisor	Effective Date: 10/9/2026
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month: N/A
Division/Office: Fiscal Services Division	Section/Unit: Audit and Administrative Operation Section/Administrative Analysis Unit	Reporting Location: Sacramento
Supervisor's Name Chelsey Valdez	Supervisor's Classification: CEA B	CBID: S01
Confidential Designation: ☐ Yes ☒ No	Designated Position for Conflict of Interest: ☒ Yes ☐ No	Position Telework Eligible: ☒ Yes ☐ No
Supervision Exercised: ☐ Managerial ☒Supervisory		

General Statement

The Fiscal Services Division's Audit and Administrative Operations Section supports the administration of audit functions and operational oversight for the division. The section ensures effective fiscal and administrative operations by managing audits, coordinating division-wide initiatives, and developing policies and procedures that advance the division's goals. This section strengthens internal controls, supports process improvements, and ensures compliance with control-agency requirements.

Competencies

All employees are responsible for understanding and demonstrating the core competencies of collaboration, communication, customer engagement, digital fluency, diversity and inclusion, innovative mindset, interpersonal skills, and resilience.

Supervisors and managers are responsible for understanding and demonstrating the leadership competencies of business acumen, inspirational leadership, results-oriented, stewardship, talent management, and vision & strategic thinking.

Position Description

Under general direction of the Division Chief, CEA B, the incumbent plans, organizes, and directs staff performing analytical and administrative activities within the Administrative Analysis Unit. The position is responsible for overseeing workload distribution, ensuring compliance with applicable policies and procedures, and maintaining effective internal controls. The incumbent plays a key role in supporting the strategic goals of the Section by promoting operational efficiency and accountability.

% of Time	Essential Functions
30%	In support of the Fiscal Services Division (FSD), the Supervisor I manages the day-to-day administrative operations of the Administrative Analysis Unit (AAU) and provides direct supervision of unit staff. This includes assigning and prioritizing work, conducting performance evaluations, and overseeing probationary reports. Acting on behalf of, or at the direction of, the Division Chief, the Supervisor I leads complex and sensitive cross-divisional and cross-organizational projects and serves as a primary point of coordination with CARB divisions, the Executive Office, and internal and external stakeholders. The Supervisor I oversees the planning, coordination, and delivery of administrative programs and strategic initiatives, including enterprise-wide policies, performance metrics, and process improvement efforts. The role ensures high-quality work products and effective collaboration by coordinating activities across FSD teams, guiding staff on administrative requirements, and supporting improved customer service and operational efficiency. The Supervisor I advises the Division Chief and consults with FSD management on complex administrative matters, including interpreting and applying relevant policies, laws, and regulations. This position is responsible for ensuring timely, accurate reporting and coordinated documentation on behalf of the division.
30%	Manage and direct the day-to-day operational and human resources support activities of the AAU for the FSD. Supervise staff responsible for coordinating personnel and staffing transactions in partnership with Human Resources, including Personnel Action System (PAS) entries, Merit Salary Adjustments (MSA), reclassification requests, and associated documentation. Oversee onboarding and offboarding processes to ensure timely preparation of workspaces, equipment, and system access. Provide supervisory oversight of the unit's management of shared network folders, unit mailboxes, and the development and maintenance of SharePoint sites and intranet content for FSD to ensure information is accurate, accessible, and up to date. Serve as the HR liaison for the division and guide staff in delivering consistent administrative support across FSD programs. Review, coordinate, and prepare accurate reports and documents on behalf of the division for submission to the Division Chief and management. Ensure continuity of operations by supervising staff who maintain unit systems and by providing analytical and administrative oversight during staff absences, vacancies, and peak workload periods to maintain uninterrupted service delivery.
20%	Supervise and direct the division's administrative functions, including oversight of the Out-of-State Travel (OST) program. Provide leadership for special projects by guiding research, analysis, studies, and surveys, and by developing and implementing administrative policies and procedures. Establish and manage the division's administrative processes and protocols, develop project plans, and advise on project scopes and priorities. Oversee staff who serve as liaisons for Public Records Act coordination, contracts and procurement, budget activities, travel, and other administrative support functions. Work closely with FSD management on data collection, background research, process improvement efforts, and recommended courses of action.

	Ensure division compliance with control-agency policies and procedures, and collaborate with subject-matter experts and management to evaluate issues, develop solutions, and provide informed recommendations.
15%	Manage and coordinate the planning and implementation of FSD's administrative priorities, strategic initiatives, policies, and procedures. Maintain awareness of strategic goals across the organization and ensure alignment in administrative planning and execution. Regularly engage with executive-level management and internal and external stakeholders based on emerging priorities. Collaborate with FSD branches and CARB divisions to develop action plans, prepare project scope documents, and monitor the progress of short-term and long-term administrative projects. Oversee the development, review, and dissemination of the FSD communications, proposals, justifications, policies, and procedures to ensure accuracy, consistency, and compliance with statutes, regulations, and best practices.

% of Time	Marginal Functions
5%	Other duties as required under the scope of the classification.

Typical Physical Conditions/Demands

Work is performed in a climate-controlled office environment.
Involves prolonged periods of sitting at a desk and working on a computer.
May require frequent interaction with staff, stakeholders, or the public via phone, email, or video conferencing.
Noise levels are typically low to moderate.
May involve occasional travel to attend meetings or trainings.

Typical Working Conditions

Work is performed in a climate-controlled office environment.
Requires prolonged periods of sitting at a desk and working on a computer.
Involves frequent use of standard office equipment such as computers, phones, copiers, and printers.
May require occasional lifting and carrying of materials weighing up to 25 pounds.
Requires visual acuity to read and prepare documents and use a computer screen

Special Requirements of Position (Check all that apply):

☐ Duties may require pre-employment and routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
☐ Duties require participation in the DMV Pull Notice Program.
☐ Performs other duties requiring high physical demand. (Explain below)
☐ Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
☐ Travel up to _____ percentage
☐ Bilingual Fluency needed in _____(language)

☐ Other-

Supervisor Statement

I certify that this duty statement accurately describes the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name:	Supervisor Signature:	Date: Date

Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify that I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

** Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Do you need reasonable accommodation to perform the essential functions of this position? ☐ Yes ☒ No		
Employee Name:	Employee Signature:	Date: Date