STATE OF CALIFORNIA

SHADED AREA FOR HUMAN RESOURCES ONLY

DUTY STATEMENT

RPA:	EFFECTIVE DATE:

1. AGENCY Public Employment Relations Board	POSITION NUMBER (Agency - Unit - Class - Serial)
2. UNIT NAME AND CITY LOCATED Administrative Services	3. CLASS TITLE CEA
4. WORKING HOURS/SCHEDULE TO BE WORKED	5. SPECIFIC LOCATION ASSIGNED TO Sacramento
6. PROPOSED INCUMBENT	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 315-003-7500-001

YOU ARE A VALUED MEMBER OF THE BOARD'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH

8. MISSION OF THE ORGANIZATIONAL UNIT/CONCEPT OF THE POSITION

Under the direction of the Executive Director, the Deputy Executive Director is directly responsible for developing, organizing and managing all of PERB's administrative policies and procedures to ensure effective processes and operations while facilitating delivery of services in an environment conducive to quality and efficient outcomes. The Deputy Executive Director routinely serves as PERB's representative with state control agencies and other governing bodies, fostering positive relationships with these external groups.

RESPONSIBILITIES OF POSITION

The position will direct all administrative functions, including but not limited to human resources, budgets, accounting, facilities management, business services and information technology.

Major Responsibilities:

1. Human resources policies, procedures, training, development, succession planning, health and safety, classification and pay, transactions, benefits, labor relations, examinations, and all other human resources operations within PERB.

2. Budgetary functions, including preparation of PERB's annual budget, budget change concepts and proposals, and all other budgetary documents;

3. Accounting systems, including ensuring that all expenditures are accountable, adhere to accepted relevant policies, principles and accepted procedures, and do not exceed PERB's annual budget authority;

4. Adherence to delegation authority requirements and audit oversight including delegation and compliance validation for budgets, accounting, human resources, cyber security, contracting and procurement;

5. Facilities management, including leases for headquarters and two regional offices, office build out and modifications, relocations, coordination with building management, and health and safety programs;

6. Information Technology Services: directly supervises the Chief Information Officer and serves as the PERB Executive Sponsor for IT Services during audit review processes and in other forums as necessary.

7. Provide leadership and direction to personnel responsible for PERB's administrative systems, including human resources, budgeting, business services, facilities, contracts, procurement, accounting, audits, telecommunications, and information technology and security.

8. EEO Officer, ensuring agency compliance with federal and state anti-discrimination laws, development and, Workforce Analysis reporting. Responsible for responding to all discrimination complaints on behalf of the department. Acts as the decision-making authority on all complaint intake analysis, investigative reports of findings, department position statements, and remedy of those complaints. Provide direction and technical advice to management and investigative staff regarding investigative protocol and EEO issues.

RESPONSIBILITIES OF POSITION

Required Knowledge and Qualifications:

- Knowledge and skill in accounting and budgeting.
- Knowledge of human resources, including all applicable state and federal laws.
- Experience working with California regulatory and control agencies.
- Experience in IT management and facilities maintenance.

Knowledge of: the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the department's or agency's equal employment opportunity objectives; and a manager's role in the equal employment opportunity program.

Ability to: plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the department's or agency's equal employment opportunity objectives.

11. SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

12. EMPLOYEE'S STATEMENT: ***I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT***

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE