Classification Title Supervisor I	**Board/Bureau/Division** Bureau of Automotive Repair/Executive Office
Working Title Executive Affairs Manager	**Office/Unit/Section / Geographic Location** Licensing, Administration & Consumer Assistance Division / Executive Affairs Unit/ Rancho Cordova
Position Number 646-100-4800-XXX	**Name/Effective Date**

General Statement: Under the direction of the Supervisor II (Sup II) over the Executive Affairs Unit, the Supervisor I (Sup I) coordinates the Bureau of Automotive Repair's (BAR) strategic organizational initiatives and supervises the activities of professional technical analysts. Duties include, but are not limited to, the following :

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

40% (E) Unit Oversight

Plan, direct, and supervise the work activities of professional technical analysts in the Executive Affairs Unit. The unit is responsible for a wide variety of communications activities in support of Bureau-wide initiatives and strategic objectives including, but not limited to, stakeholder communications and outreach, media relations coordination, publication development, website and intranet content management, forms and administrative policy management, and project coordination.

Establish unit goals, objectives, and priorities to support successful and efficient operations. Monitor workload, track the progress and completion of assignments, and review completed staff work. Ensure final work products are thorough, accurate, and compliant with all applicable federal, state, department, and bureau requirements, policies, and standards. Assist staff on complex analytical and technical duties and assignments.

Conduct regular staff meetings and one-on-one interactions. Evaluate staff performance and assess training and development needs to ensure performance objectives and standards are met. Complete performance assessments and probation reports in accordance with established guidelines. Monitor staff attendance and approve employee leave requests. Conduct employment interviews and plan effective onboarding activities.

30% (E) Strategy Development

Develop and implement high-level communications strategies, materials, and messaging to inform, engage, and empower internal and external stakeholders. Identify opportunities and appropriate channels to promote awareness of the Bureau's mission, strategic goals and objectives, activities, accomplishments, programs and services, and statutory and regulatory changes. Establish goals and objectives, define key audiences, identify appropriate outreach channels, plan an effective timeline, and evaluate analytics to monitor effectiveness of communications. Respond to communication-related issues in a timely manner.

Create consistent and high-quality content, messaging, and work products. Oversee the development and management of the Bureau's website, intranet, and social media platforms, ensuring current and accurate content. Coordinate the development of a wide variety of print and digital publications. Provide editorial support, ensuring program materials and resources are accurate, consistent, grammatically correct, and sensitive to potential organizational issues. Collaborate with the Department of Consumer Affairs on media and public relations activities.

30% (E) Organizational Initiatives and Publications

Coordinate organizational initiatives and activities in support of the Bureau's mission and strategic goals and objectives. Manage complex and highly sensitive cross-divisional projects and implementation of program changes, administrative priorities, policies and procedures, and process improvement. Work directly with organizational programs, subject matter experts, and executive leadership on complex and sensitive issues and the interpretation and application of relevant laws, regulations, and policies. Determine appropriate solutions, propose alternatives, and recommend course of action. Develop and manage the implementation of work product deliverables.

Perform complex special assignments, research, and consultative duties, often under strict time constraints, in support of executive and organizational operations. Respond to high-level requests for information from the Legislature, Department, Bureau advisory groups, and media. Make recommendations and coordinate activities in response to and support of departmental directives and follow-up actions to key Bureau events.

Lead the development, review, and revision of BAR publications, including multiple categories of print and online documents and other materials to increase stakeholder awareness of BAR services and programs. Research and develop publications on new programs and topics impacting consumers and BAR licensees. Coordinate all facets of production, including selecting and assigning articles, researching and drafting articles, coordinating the review and approval process, and distributing the final product

B. Supervision Received

The Sup I reports directly to the Sup II, but may receive assignments from the Chief, Assistant Chief and Deputy Chiefs.

C. Supervision Exercised

The Supervisor I supervises several analytical staff.

D. Administrative Responsibility

None

E. Personal Contacts

The incumbent has contact with all levels of BAR and Departmental employees, representatives from other state agencies, the Legislature, Governor's Office, the Bureau's industry representatives and stakeholders.

F. Actions and Consequences

Failure to correctly review and research the impact of proposed legislation, failure to correctly draft regulatory packages, and/or complete assignments could result in BAR not fulfilling its responsibilities to the Legislature, other agencies, the public, and industry.

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, in an office setting with artificial light and temperature control. The ability to use a personal computer and telephone is essential. The incumbent must be able to frequently remain in a stationary position at a workstation throughout the day and must occasionally position self to perform a variety of tasks including retrieval of files. Additionally, the incumbent is required to travel throughout an assigned geographical area by various methods of transportation.

H. Other Information

The incumbent is expected to travel throughout the state to attend hearings or provide consultation. Incumbent must possess good communication skills, use good judgement in

decision-making, exercise flexibility in problem identification and resolution, manage time and resources effectively and be responsive to BAR executive management needs. The incumbent must be knowledgeable on legislative and regulatory consultative and analytical processes. This position requires good work ethics, analytical skills, problem-solving skills, organizational skills, interpersonal skills, maturity, tact, and diplomacy.

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.

Conflict of Interest

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 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.)

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Employee Signature Date

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Printed Name

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

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Supervisor Signature Date

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Printed Name

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