California Department of Education
Human Resources Division
HRD-002 (Revised 06/2024)

☐CURRENT
☒PROPOSED

PR LOG #:

DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION	WORKING TITLE
Supervisor I	

BRANCH
Operations and Administration

DIVISION	OFFICE
School Facilities and Transportation Services Division	Business Operations and Services

CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION
S01	E	3912	174-140-4800-105	Sacramento

PROBATIONARY PERIOD	TENURE	TIME BASE	BILINGUAL POSITION
12 Months	Permanent	Full-Time	No

TELEWORK OPTION	SAFETY SENSITIVE POSITION	CONFLICT OF INTEREST CLASSIFICATION
In-Office	No	Yes

DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES

Under the general direction of the Supervisor II, the Supervisor I manages the Business Operations and Services Office. Responsibilities include providing leadership, direction, and supervision to analytical, technical, and support staff in performing the following functions: building operations, asset management, health and safety, fleet management, parking, leases, contracts, inventory, records retention, and other departmental support services. The Supervisor I serves as the primary backup to the Business Services Officer I (Supervisor) and ensures collaboration between Facilities Management teams where responsibilities overlap.

CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS

All employees are expected to work cooperatively with others, maintain regular, consistent, predictable attendance, and possess integrity, initiative, dependability and good judgment.

SUPERVISION BY

Supervisor II

SUPERVISORY RESPONSIBILITIES

Direct and supervise a team of five staff members consisting of three Analyst II positions, one Analyst I, one Business Services Assistant.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Requires prolonged sitting at a computer workstation and repetitive use of hands and fingers to operate office equipment. Work is performed in a climate-controlled office and loading dock environment with some exposure to seasonal weather conditions. Travel may be required.

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required: 60 ☒ Essential Function ☐ Non-Essential Function

Duties Performed

Maintains the day-to-day operations of the unit; determines ongoing work assignments and delegates responsibilities; directs daily activities and special assignments; reviews work products for accuracy and completeness; monitors and evaluates employee performance; and approves travel and leave. Delegates and reviews staff work products, including contracts, memorandums of understanding, lease agreements, maintenance agreements, purchase orders, and invoices. Ensures all work products are completed in a timely manner and are consistent with applicable policies and procedures, and obtains necessary managerial approvals to ensure compliance with departmental standards and deadlines. The Supervisor I must possess a working knowledge of applicable state laws, rules, and regulations; building and office services processes and procedures; and the State Administrative Manual. This position is also responsible for coordinating with other offices within the division to ensure the overall mission and goals of the School Facilities and Transportation Services Division are accomplished. The Supervisor I must demonstrate strong negotiation skills, unquestioned business ethics, and personal integrity, along with the ability to communicate effectively with individuals at all levels of the organization and with external stakeholders.

Relative % of Time Required: 30 ☒ Essential Function ☐ Non-Essential Function

Duties Performed

Analyzes work situations and develops recommendations to address complex and technically challenging facilities services issues. Ensures issues identified by executive management or upper management are addressed promptly. Develops and implements department-wide policies and procedures related to records management and retention schedules. Oversees all aspects of asset management, including the standardization of procedures, policies, and workflows. Oversees all relevant FI$Cal operations related to asset management.

Relative % of Time Required: 10 ☒ Essential Function ☐ Non-Essential Function

Duties Performed

Represents the Business Operations and Services Office within the Department and with control agencies, such as the Department of General Services; makes presentations; gathers feedback and addresses concerns; and clarifies policies and procedures. Participates in staff meetings and performs other duties as required.

Relative % of Time Required:	☐ Essential Function	☐ Non-Essential Function

Duties Performed

Relative % of Time Required:	☐ Essential Function	☐ Non-Essential Function

Duties Performed

Relative % of Time Required:	☐ Essential Function	☐ Non-Essential Function

Duties Performed

SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

-Reliable attendance and punctuality.
-Ability to communicate effectively, both verbally and in writing.
-Ability to interact professionally with a wide range of individuals.
-Ability to prioritize workload and complete assignments in a timely manner while managing multiple deadlines.
-Ability to exercise initiative and work independently.
-Ability to supervise personnel.

PERSONAL CONTACTS

Contacts include CDE staff and management at all levels, representatives of other state agencies, vendors, and members of the general public.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties and requirements listed above, and I am able to perform these duties with or without an accommodation. (If you believe an accommodation may be necessary, or if unsure of a need for an accommodation, inform the hiring supervisor or the Accommodations Coordinator at Accommodations@cde.ca.gov.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

MANAGER/SUPERVISOR ACKNOWLEDGEMENT

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

HRD C&P ANALYST	HRD APPROVAL DATE	EFFECTIVE DATE	DATE UPLOADED

This form will be kept in the employee's Official Personnel File.

Original - Classifications & Pay Office

Copies - Employee and Supervisor