DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
DIVISION OF ADMINISTRATIVE SERVICES
EXECUTIVE UNIT
DUTY STATEMENT

NAME:

POSITION NUMBER: 420-021-7500-009

JOB TITLE: Chief, Division of Administrative Services

CLASSIFICATION: Career Executive Assignment (CEA), Level C

CBID: M01

STATEMENT OF DUTIES: Under the general direction of the Chief Deputy of Operations (Exempt), the Chief of the Division of Administrative Services (DAS; Division) has policy-influencing responsibility over the administrative functions for the Department of Justice (Department). The DAS Chief strategically shapes, directs and evaluates the daily and long-term planning and activities within the following Offices: Office of Fiscal Services (OFS), Office of Human Resources (OHR), Office of Legal Support Services (OLSS), and Office of the Chief.

SUPERVISION RECEIVED: Under the general direction of the Chief Deputy of Operations (Exempt).

SUPERVISION EXERCISED: Directly oversees the OFS, OHR, and OLSS Directors (CEA, Level B), the Office of the Chief Manager II, and an Analyst I.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office, or similar environment. At the office, an enclosed windowed office in a smoke-free environment.

ESSENTIAL FUNCTIONS:

45% Provides strategic direction to subordinate managers related to the daily operations of DAS Offices, including OFS, OHR, OLSS, and Office of the Chief. Develops and establishes policy regarding the Department and the administrative sections within the Division. Develops and implements strategic planning to ensure DAS meets the needs of the office. Serves as executive sponsor for large-scale projects.

30% Advises the Chief Deputy of Operations, Chief Deputy Attorney General, and other members of the executive staff on high-level administrative issues, including the departmental budget and personnel management. Provides recommendations to address various administrative priorities.

20% Consults with and advises Department's Division Chiefs concerning administrative issues affecting their respective programs. Performs ongoing evaluation of all administrative and fiscal services provided by the Division to ensure that they are efficient, useful and promote the accomplishments of the Department's program goals.

5% Testifies before the Legislature on fiscal matters.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.

☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.

☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.

☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Employee Signature Date	Supervisor Signature Date

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