DEPARTMENT OF CONSERVATION
POSITION DUTY STATEMENT

CURRENT

NAME	**MCR** 1
CLASSIFICATION CEA (B)	**POSITION NUMBER** 538-403-7500-692
WORKING TITLE Division Director of Administration	**DIVISION/UNIT** Director's Office/Administration
EFFECTIVE DATE	**LOCATION** Sacramento
BARGAINING UNIT M01	**CONFLICT OF INTEREST CATEGORY** 1

DEPARTMENT STATEMENT:
All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. You are expected to work cooperatively with team members and others to enable the Department to provide the highest level of service possible. Your efforts to maintain regular attendance and treat others fairly, honestly, and with respect are critical to the success of the Department's mission and vision.

GENERAL STATEMENT: Under the general direction of the Chief Deputy Director and the Director, the Division Director provides leadership and establishes policies and procedures which are consistent with State statutes and regulations for the services provided by the Administrative Division in support of Department Programs. Duties include, but are not limited to:

A. **SPECIFIC ACTIVITIES: ESSENTIAL / MARGINAL FUNCTIONS**

- **ESSENTIAL FUNCTIONS**

40% Participates in the formulation and administration of program and operational policy for the Department in all program areas. Participates in the development of departmental program goals, objectives and performance measures. Makes recommendations to the Directorate as to actions to be taken in resolving sensitive issues in program areas. Represents the Directorate with members of the Legislature, the Governor's Office, the Agency Secretary, the Legislative Analyst's Office, the Department of Finance, the State Controller's Office, the State Personnel Board, the Department of Human Resources, Department of General Services, and other governmental agencies at the federal, state and local level as well as various public and private organizations. Confer with division directors and executive levels of management in the delivery of core administrative services.

15% Provides insight and policy recommendations on the impact to the Department's actual and proposed budgetary changes. Directs the development of the operating budget to ensure and maintain conformity with allocating funding source requirements. Develops recommended policy on the Department's approach to gaining non-General Fund program funding for various program areas.

15% Oversees the Accounting Office activities including managing cash flow, establishing accounting controls, monitoring and analyzing expenditures and reimbursements, auditing, procurement, contracts, and presenting expenditure projections to the Chief Deputy Director and/or the Director.

15% Provides general direction to the Deputy Assistant Director of Administration (Manager II) who directs the work of the Business Services Office, Budget Office, Human Resources Office and Performance Review Unit.

10% **Personnel Management**
Plans, organizes, directs and provides managerial review of the work performed by staff in the Division of Administration. Provides regular and timely written performance appraisals for staff. Counsels staff and initiate disciplinary actions as necessary. Recruits, hires, trains, develop and provide leadership to staff. Complies with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including, but not limited to: hiring, employee development and management. Identifies appropriate long-range plans and goals to address succession planning and knowledge transfer.

- **MARGINAL FUNCTIONS**

5% **Administrative**
Performs administrative duties including, but not limited to: adheres to Department policies, rules and procedures; submits administrative requests including leave, overtime (if applicable), travel, and training in a timely and appropriate manner; accurately reports time in the Daily Log system; and submits time sheets by the due date.

B. **SUPERVISION RECEIVED**
The Division Director reports to and receives administrative directions from the Chief Deputy Director and/or the Director.

C. **SUPERVISION EXERCISED**
The Division Director supervises the Deputy Assistant Director and Accounting Officer III and has indirect supervision over managers within the Division of Administration.

D. **ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS**
The incumbent performs the full range of supervisory and management duties, including, but not limited to: interpret and adhere to policies, rules, laws, regulations, and bargaining unit contracts; provide direction and guidance regarding work assignments and daily work activities to ensure timely completion of assignments; review work and evaluate performance of staff by providing regular feedback and completing timely probationary reports, annual performance appraisals, and individual development plans; monitor employee performance and, if necessary, utilize progressive discipline principles and procedures; complete personnel documentation and utilize the competitive hiring process; and approve or deny administrative requests including leave, overtime, travel, and training.

E. **PERSONAL CONTACTS**
The Division Director will routinely interact with Department and Division employees, stakeholders,

regulatory agencies, and federal, state and local agencies, which will include public and professional contact. Personal contact may be made via written correspondence, telephone or email regarding laws, rules, regulations and policies.

F. ACTIONS AND CONSEQUENCES

The decisions made by the Division Director have a direct and profound impact on all the departmental programs, and other state, federal and local governmental agencies. Without the effective operation of the Administrative Division, other programs are unable to perform. Therefore, the Division Director holds a critical responsibility that is an essential component that provides the foundation for this Department. The incumbent must avoid errors that may subject the Department to lawsuits and expose the Department to external criticism and compromise its credibility.

G. WORKING CONDITIONS/PHYSICAL REQUIREMENTS

- Working in a high-rise building.
- Sitting at a desk, in a chair, and in front of a computer screen.
- Moving/walking about the office and standing or sitting during meetings.
- Using a multi-line telephone console or a cordless telephone with headset.
- Bend (neck and waist), squat, kneel, and twist (neck and waist).
- Perform repetitive hand motion, simple grasping, fine manipulation, pushing and pulling with right and left hands.
- Reaching (above and below shoulder level).
- Traveling via private or public transportation (i.e., driving automobile, airplane, etc.) including overnight travel inside California may be required.
- Lifting and carrying up to 20 pounds.

H. OTHER INFORMATION

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.

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 your supervisor).		
Employee Signature	**Employee Printed Name**	**Date**

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.		
Supervisor Signature	**Supervisor Printed Name**	**Date**