Job Description

Classification: Supervisor II

Working Title: Facilities Administration Section Chief

Position Number: 358-250-4801-002

Division/Unit: Operations Division, Facilities Administration Section

Assigned Headquarters: Sacramento Headquarters

Position Eligible for Telework (Yes/No)**:** Yes

Job Description Summary

Under the general direction of the Manager II in the Facilities and Fleet Management Branch, the Supervisor II of the Facilities Administration Section (FAS) provides managerial oversight of Facilities Administration, the Sustainability and Leadership in Energy and Environmental Design (LEED) Program, and Asset Management and Records Retention programs. The Supervisor II is responsible for the oversight and administration of the Lottery's twelve (12) facilities located throughout California, encompassing approximately 390,000 square feet of office and warehouse space to ensure safe and reliable operations. They are responsible for maximizing facility efficiency and maintaining LEED and Zero Net Energy (ZNE) building certifications. Additionally, they oversee the planning, implementation, and administration of asset management and records retention programs, including the development of policies and procedures and ensuring ongoing compliance and operational effectiveness. This role requires high-level planning consistent with the Lottery's Strategic Plan, Annual Business Planning, the Operations Division Strategic Plan, and the Division Operational Plan. The Supervisor II will primarily focus on supervisory activities involving their subordinate supervisors and professional staff. This position is a working level supervisor.

Job Description

35% (ESSENTIAL) – Plan, monitor, and measure performance of the FAS delivery of products and services. Analyze the overall performance of each organizational area, identify deficiencies and opportunities for improvements. Develop annual program budget and operational plans, implement, track, and measure outcomes. Work with subordinate supervisors and staff, ensure corrective action plans are developed and implemented to address deficiencies.

30% (ESSENTIAL) – Plan, recruit, train and manage unit supervisors, specialists and staff. Monitor and continuously evaluate job performance. Utilize performance management and progressive discipline standards in the management of FAS staff. Manage the FAS's succession and workforce development plans through the assessment, planning, and implementation of plan goals. Identify annual training and development goals for unit supervisors and ensure that they are achieved. Provide guidance and assistance to subordinate supervisors regarding performance and personnel issues.

25% (ESSENTIAL) – Plan, manage, and support projects and process improvement initiatives specific to the FAS. Identify areas for innovation in each of the program areas and sponsor projects to implement the change. Research and implement new techniques and methods that will improve the efficiency of the FAS. Ensure formal project management principles and practices are applied throughout all phases of the project. Engage

and collaborate with stakeholders in progressing a project. Provide regular updates to the Branch Chief, Executive Management Team, and/or the California State Lottery Commission. Provide recommendations and prepare reports on project outcomes.

10% (MARGINAL) – Provide technical and subject matter expertise to stakeholders, Executive Management Team members, auditing organizations, and the California State Lottery Commission. Participate in projects and/or committees as required.

Scope and Impact

a. Consequence of Error: The Supervisor II has overall responsibility for supervising, directing, and monitoring the operations, maintenance, and repair of twelve (12) Lottery physical facilities. The incumbent ensures the Lottery's compliance with executive orders, regulations, and laws as they relate to operations. Failure to exercise good judgement in any of these areas could result in significant liability, unanticipated expenses and/or excessive costs, safety issues for Lottery employees and others visiting or working in Lottery facilities, media scrutiny, and negative public perception.
b. Administrative Responsibility: The incumbent ensures the Lottery's compliance with executive orders, regulations, and laws as they relate to operations. Responsibilities include policy development and implementation, development of operating budgets, as well as the development of business planning proposals.
c. Supervision Exercised and Received: The Supervisor II receives general direction from the Branch Chief of the Facilities and Fleet Management Branch, a Manager II. The Supervisor II provides direction to Supervisors and Analysts through the subordinate supervisors, the incumbent provides indirect supervision to a variety of office and analytical classifications.
d. Personal Contacts: The Supervisor II has regular contact with all levels of management and staff at the Lottery. Additionally, the incumbent may have contact with representatives from the Governor's Office, Legislature, other state agencies, other Lotteries, vendors/consultants, and the public.

Physical and Environmental Demands

Use of computer, phone, copier, and other standard office equipment during the workday. Ability to sit, rotate, type and work at a computer for 8 hours or more. The incumbent typically works in an air-conditioned office environment in a low-to high-rise building with office furniture, elevator access, and both natural and artificial lighting. The majority of work can be performed seated or standing at an assigned workstation; occasional need to assist with transporting files, supplies, and other workplace equipment as needed.

Working Conditions and Requirements

a. Schedule: Typical work times are Monday - Friday 8:00 a.m. to 5:00 p.m. with some flexibility depending on operations. May need to work outside of typical work times as job conditions require. This position may be required to carry a Lottery issued cell phone and be reachable outside of normal business hours.
b. Travel: Overnight statewide travel will be required.
c. Other:

Effective Date:

NOTE: The statements contained in this job description 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. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or otherwise balance the workload.

SUPERVISOR'S STATEMENT:

- I have discussed the duties and responsibilities of the position with the employee.
- I have retained a copy of the signed duty statement.

Supervisor Signature	Printed Name	Date

EMPLOYEE'S STATEMENT:

- I have discussed the duties and responsibilities of the position with my supervisor.
- I have signed and received a copy of the duty statement.
- I am able to perform the essential functions listed with or without Reasonable Accommodation.
- I understand that I may be asked to perform other duties as assigned within my current classification, including work in other functional areas as business needs require.

Employee Signature	Printed Name	Date