STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current
☑ Proposed

RPA NUMBER	DGS DIVISION / OFFICE or CLIENT AGENCY Interagency Support Division	
UNIT NAME	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 707 3rd Street, West Sacramento, CA 95605	
CIVIL SERVICE CLASSIFICATION Career Executive Assignment (CEA) Level A	POSITION NUMBER 306-620-7500-XXX	CBID M01
POSITION ELIGIBLE FOR TELEWORK: ☑ Yes ☐ No	PROBATIONARY PERIOD ☐ 6 Months ☐ 12 Months ☑ N/A	WORK WEEK GROUP E
WORK SCHEDULE (DAYS / HOURS) Monday - Friday, 8:00 AM - 5:00 PM	TENURE Non-Tenured	
WORKING TITLE Assistant Deputy Director	TIMEBASE Full Time	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): ☑ Yes ☐ No	BILINGUAL POSITION: ☐ Yes ☑ No LANGUAGE NEEDED: ☐ Verbal ☐ Written Proficiency language in: _____	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION ☐ Rank and File ☑ Supervisor ☐ Specialist ☐ Office of Administrative Hearings ☐ Client Agency

The Department of General Services' (DGS) Core Values and Expectations of Supervisors and Managers are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS managers and supervisors are to adhere to the Core Values and Expectations of Supervisors and Managers, and to exhibit and promote behavior consistent with those values and expectations.

POSITION CONCEPT

Under the direction of the Deputy Director (DD) of the Interagency Support Division (ISD), the Assistant Deputy Director (ADD), Career Executive Assignment (CEA) Level A assists the DD, ISD with providing high-level executive leadership and oversight of ISD's administrative governance, enterprise coordination, and division-wide strategic initiatives.

The ADD, in collaboration with the DD, ISD, the Administration Division, other enterprise-wide support programs, and internal and external stakeholders will serve as ISD's senior administrative authority and is responsible for developing and implementing all of the administrative and operational policies and functions (including contracts and budgets) of the Division. The ADD is responsible for planning, overseeing, and directing activities of ISD's goals, objectives, and policies that impact business services, personnel management and program operations. The ADD will also be responsible for managing multiple division-wide projects such as staffing studies and modernization projects.

The incumbent directly supervises staff assigned to special projects and centralized administrative support.

SPECIAL REQUIREMENTS

☐ Medical Clearance ☐ Background Clearance ☐ Typing ☐ DMV Pull Notice ☐ Drug Testing
☐ Vehicle Home Storage Permit ☐ Driver's License and Class (specify below in Description) ☐ Certificate (specify below in Description)
☐ Professional License (specify below in Description) ☐ Other (specify below in Description)

Telework
The employee must reside in California.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
40%	Administrative Governance & Strategic Oversight. Plans, oversees, and direct activities related to ISD's administrative governance structure, ensuring policies, processes, and internal controls align with the department's goal, standards and expectations. Provides operational direction and guidance to the five ISD units (Office of Fleet and Asset Management, Office of State Publishing, Office of Public School Construction, Building Standards Commission, California Commission on Disability Access) regarding administrative compliance, enterprise expectations, and the implementation of strategic projects and initiatives. Provides policy oversight and general direction to the division's administrative support teams responsible for budgets, rates/billing, cost recovery, contract support, Human Resources coordination, staff training alignment, and general administrative services. Responsible for the administrative support of ISD, ensuring policies and procedures are consistent with state law, as well as internal policies. Ensures administrative support structures reinforce ISD's strategic goals while maintaining alignment with departmental and statewide expectations. Advises the Deputy Director on administrative risks, resource needs, policy impacts, and strategies for supporting ISD's diverse operational missions.
40%	Strategic and Special Projects. Oversees strategic initiatives and special projects assigned by the Deputy Director, including organizational redesign, policy modernization, administrative improvement efforts, and interdivisional coordination activities. Provide interpretation, guidance, and direction to the executive team and other management staff, ensuring deliverables are timely, actionable, and aligned with ISD and DGS executive priorities. Develops executive-level analyses, issue memos, policy recommendations, and briefings for departmental leadership, control agencies, and intergovernmental partners.
20%	Enterprise Liaison and Executive Representation. Serves as ISD's lead representative, coordinating strategically with OBAS, OHR, Labor Relations (LR), Fiscal, Training, and other DGS enterprise administrative units. Oversee and ensures ISD submissions for contract actions, HR packages, LR inquiries, procurement routing, and fiscal documents are complete and strategically positioned for successful enterprise review. Represents ISD interests in high-level administrative discussions, resolving cross-functional issues and aligning division practices with departmental policy. Collaborate effectively between enterprise units and ISD leadership to ensure consistent interpretation and implementation of administrative guidance and to establish and maintain ISD's administrative operations successfully. Acts on behalf of the Deputy Director in case of absence or vacancy.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

☐ Current
☑ Proposed

☐ Travel (Specify the percentage in the travel box below)

DESIRABLE QUALIFICATIONS

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at reasonableaccommodation@dgs.ca.gov)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

I have discussed the duties of the position with the employee and certify the duty statement represents an accurate description of the essential functions of the position. I have provided the employee with a copy of this duty statement.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED

C & P APPROVED BY	DATE SIGNED