State of California
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
POSITION DUTY STATEMENT
BU: 1 & Non-Represented

EMPLOYEE:	CLASS TITLE: Career Executive Assignment (CEA) B WORKING TITLE: Assistant Director, Administrative Services	HEADQUARTERS: Mather Campus
PROGRAM/UNIT: Finance & Logistics Administration/ Administrative Services	POSITION NUMBER: 163-810-7500-001 (10324)	CBID: M01
TENURE: CEA	TIME BASE: Full Time	WORK WEEK GROUP: E
APPT. EFFECTIVE DATE:	RANGE (IF APPLICABLE): B	PROBATIONARY PERIOD: ☐ 6 Mos. ☐ 12 Mos. ☒ N/A
IMMEDIATE SUPERVISOR:	CONFLICT OF INTEREST CATEGORY: ☒ Yes ☐ No	DMV PULL PROGRAM: ☐ Yes ☒ No

1. SUPERVISION RECEIVED:
   The Assistant Director, Administrative Services reports to and receives administrative directions from the Deputy Director, Finance & Logistics Administration and/or the Chief Deputy Director, Administration.

2. SUPERVISION EXERCISED: The Assistant Director, Administrative Services supervises two Manager IIs and two Accounting Administrator IIIs and has indirect supervision over managers within the Administrative Services Division.

3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES):
   Frequent sitting for long periods of time in an office-setting environment with the use of a telephone and personal computer. Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation. This position requires the ability to work under pressure to meet deadlines. Travel may be required.

4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES):
   The Assistant Director, Administrative Services will routinely interact with California Governor's Office of Emergency Services (Cal OES) employees, the Governor's Office, stakeholders, regulatory agencies, and federal, state and local agencies, which will include professional and public contact. Personal contact may be made via written correspondence, telephone, or email regarding laws, rules, regulations, and policies.

5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED):
   The decisions made by the Assistant Director, Administrative Services 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 Services Division, other programs are unable to perform. Therefore, the incumbent holds a critical responsibility that is an essential component that provides the foundation for this Department. The incumbent must avoid errors that could expose the Department to litigation and external criticism or compromise its credibility.

6. EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:
When requested to fill an operational assignment and until demobilized, the following duties will be performed, and your regular duties may temporarily cease:

May be required to work in the State Operations Center (SOC), Regional Emergency Operations Center (REOC), Joint Field Office (JFO), or other similar location to provide assistance in emergency response and recovery activities. All staff is required to complete operational related training and may participate in one of three Readiness Teams that rotate activation availability on a monthly basis if not assigned to an Operational Branch (e.g., Fire/Law/Region/PSC Operations (Technicians)/PSC Engineering (Engineers). May be required to participate in emergency drills, training and exercises.

Staff need to work efficiently under stressful conditions and collaborate effectively under the pressure of short notice leave; work weekends, holidays, extended and rotating shifts (day/night). Statewide travel may also be required for extended periods of time and on short notice.

While fulfilling an operational assignment it is important to understand that you are filling a specific "position" and that position reports to a specific Incident Command System (ICS) hierarchy. This is the chain of command that you report to while on this interim assignment.

<u>On Call/Standby/Duty Officer (as applicable)</u>
If assigned on-call, standby or as a Duty Officer, you are required to be ready and able to respond immediately to any contact by Cal OES Management (including contact from the California Warning Center) and report to work in a fit and able condition, if necessary, as requested.

7. JOB DESCRIPTION/GENERAL STATEMENT:
Under the administrative direction of the Deputy Director, Finance and Logistics Administration, the Assistant Director (CEA B), Administrative Services, provides executive leadership and establishes, implements, and evaluates policies and priorities governing the Administrative Services Division's financial management, budgeting, accounting, and grant financial management functions in support of Cal OES.

The incumbent directs Internal Financial Services, External Financial Services (Budget Office), Accounting, and Local and Disaster Assistance Programs through subordinate managers and serves as the Department's primary financial operations policy advisor to the Cal OES executive leadership team. The incumbent confers with division directors and executive management to establish administrative priorities and coordinate the delivery of core administrative services. The incumbent provides executive direction on complex funding requirements, fiscal accountability, internal controls, and audit compliance; oversees financial audit responses and corrective actions; and ensures program activities comply with applicable local, state, and federal requirements and control agency mandates. The incumbent also advocates for the resources necessary to implement the Department's financial and administrative policies and programs.

Percent of Time	ESSENTIAL FUNCTIONS
30%	Responsible for department-wide planning, policy development and implementation, and strategic direction of Cal OES financial operations and administrative services. Advises the Director, Chief Deputy Directors, Deputy Directors, Assistant Directors, Regional Administrators, and Program Managers on financial operations, budgeting, accounting, and local and disaster assistance policies. Provides direct administrative and financial support to disaster operations at headquarters, in the field, or in the State Operations Center, including guidance on funding, policies, and procedures. Provides executive oversight and policy direction for the Department's Public Safety Communications full cost recovery program, including rate development and fee collection. Serves as a principal fiscal advisor to the Office of the Director on the financial impacts of legislative actions, state and federal budget decisions, and disasters. Directs program activities through subordinate managers and supervisors to maintain fiscal integrity, implement departmental administrative policies and procedures, and identify and advocate for the resources necessary to carry out program responsibilities.
30%	Directs Cal OES's fiscal operations, financial compliance, and administration of a multi-billion-dollar budget. Establishes and implements policies governing budget development, expenditure monitoring, fiscal controls, and financial reporting. Through subordinate managers, directs the assessment of departmental budgetary and fiscal needs, development of program budget policies and guidance, and evaluation of fiscal mechanisms and alternative funding sources. Advises executive leadership on the fiscal impacts of proposed legislation and establishes policies to maintain expenditures within authorized budget levels. Provides executive direction for cost accounting systems and fiscal policies to accurately identify, track, and report program expenditures, including costs associated with the Emergency Management Assistance Program and disaster response and recovery activities. Establishes financial controls and documentation requirements to support requests for federal reimbursement. Represents the Department before legislative committees and the Department of Finance on budget proposals, fiscal policy, and departmental funding needs. Provides oversight of state and federal funding throughout project lifecycles, including expenditure deadlines, periods of performance, and applicable funding conditions. Directs the identification and resolution of funding risks and, when reappropriation or other budgetary action is necessary, presents and advocates for departmental proposals before the Legislature and the Department of Finance, explaining the operational need and anticipated benefit to the state. Advises executive leadership on complex federal funding requirements and directs strategies to address funding constraints, maintain compliance, and support continued program delivery. Collaborates with internal and external stakeholders on disaster assistance funding, allocations to local governments, and financial support for emergency response and recovery operations.

15%	Provides direction, within delegated authority, for emergency procurement and contracting in support of disaster response and recovery. Advises executive leadership on the use of emergency purchasing and contracting authorities under applicable executive orders and disaster declarations. Directs the timely acquisition of supplies, equipment, and services needed to sustain emergency operations and support affected communities. Provides oversight of urgent vendor negotiations and the resolution of procurement issues, balancing operational urgency with fiscal accountability, documentation requirements, and applicable funding restrictions. Directs the financial administration of disaster reimbursements, including the timely allocation, processing, receipt, and distribution of funds and reimbursement of eligible General Fund expenditures. During and following major disasters, monitors the adequacy of Cal OES' reimbursement authority and coordinates with the Department of Finance regarding necessary budgetary actions and the timing and amount of anticipated reimbursements to support statewide fiscal planning. Provides oversight of financial tracking, reconciliation, and supporting documentation to facilitate reimbursement and address outstanding fiscal issues.
15%	Serves as the primary executive-level financial and administrative contact supporting the rapid deployment of first responders and emergency response and recovery personnel. Through subordinate managers, directs funding, procurement, travel, lodging, and meal arrangements necessary to support large-scale deployments throughout the state. Establishes oversight and documentation requirements for emergency travel and accommodations to support compliance, expenditure tracking, and potential reimbursement. Directs the resolution of complex logistical and financial needs in remote or disaster-affected areas, including the procurement of temporary lodging solutions, such as trailers or tents, when necessary and within delegated authority.
5%	Plans, organizes, directs, and provides executive-level oversight of the work performed by staff within the Administrative Services Division. Establishes performance expectations, evaluates staff performance, and ensures timely completion of performance appraisals. Provides guidance and counseling to staff and initiates corrective or disciplinary actions, as appropriate. Oversees recruitment, selection, training, professional development, and retention efforts to maintain a qualified and effective workforce. Ensures compliance with applicable state and federal laws, rules, regulations, collective bargaining agreements, and departmental policies governing personnel management practices. Establishes long-term workforce development strategies, including succession planning, knowledge transfer, and staff development, to support organizational continuity and operational effectiveness.
Percent of Time	MARGINAL FUNCTIONS
5%	OTHER JOB-RELATED DUTIES AS REQUIRED Performs other job-related duties as required to fulfill Cal OES's mission, goals and objectives. Additional duties may include but are not limited to: (a) assisting where needed within the department and program, which may include special assignments; public speaking; (b) complying with general State and Cal OES administrative reporting requirements (i.e., completion of time sheets, project time reporting, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.); and (c) attendance at staff meetings.

ADDITIONAL INFORMATION

Applicants must possess the ability to perform high administrative and policy-influencing functions effectively. Such overall ability is demonstrated by the following more specific knowledge and ability requirements:

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.
- 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.
- Effectively contribute to the department's or agency's equal employment opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience (experience may have been paid or volunteer; in State service, other government settings, or in a private organization).

During declared disasters or states of emergency, the incumbent provides leadership and policy direction for emergency financial operations, including the timely availability and authorization of funding for personnel travel, deployment, and other emergency response activities. The incumbent evaluates funding requests and authorizes expenditures within delegated authority, balancing urgent operational needs with applicable funding restrictions, grant requirements, and the likelihood of federal reimbursement. The incumbent advises executive leadership on funding eligibility, reimbursement uncertainty, and potential departmental financial exposure and directs the fiscal controls and documentation necessary to support cost recovery, grant compliance, and subsequent audits. The incumbent may be assigned emergency management duties and deployed to the field or the State Operations Center during an emergency or disaster. These assignments may require working extended hours, night shifts, and weekends.

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: Reviewing mail; preparing various forms; proofreading documents; reading printed material, computer screens, and handwritten materials.	☐	☐	☐	☐	☒
HEARING: Answering telephones; receiving verbal information from outside sources; understanding verbal instruction.	☐	☐	☐	☐	☒
SPEAKING: Receiving visitors; answering inquiries and providing verbal information or instruction.	☐	☐	☐	☐	☒
MOVEMENT: Delivering material to others; picking up materials from others; copying; faxing; distributing information; filing.	☐	☐	☐	☒	☐
SITTING: At a computer terminal or desk; conferring with employees.	☐	☐	☐	☒	☐
STANDING:	☐	☒	☐	☐	☐
BALANCING:	☐	☒	☐	☐	☐
CONCENTRATING: Reviews and reads records/documents, researches, composes, analyzes, compiles, and updates technical documents; multi-tasking; prepares various forms and documents.	☐	☐	☐	☐	☒
COMPREHENSION: Understanding needs of co-workers, clients; understands procedures and practices; Understands laws, regulations related to their work.	☐	☐	☐	☐	☒
WORKING INDEPENDENTLY: Possesses ability to work independently as well as a team member, have good interpersonal and communication skills, ability to follow directions, take initiative, assume responsibility, and exercise good judgment and tact. Must be able to work alone without much guidance or interaction or interaction from other staff.	☐	☐	☐	☐	☒

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
LIFTING UP TO 10 LBS. OCCASIONALLY:	☐	☒	☐	☐	☐
LIFTING UP TO 20 LBS. OCCASIONALLY AND/OR 10 LBS. FREQUENTLY:	☐	☒	☐	☐	☐
LIFTING UP TO 20-50 LBS. OCCASIONALLY AND/OR 25-50 LBS. FREQUENTLY:	☐	☒	☐	☐	☐
KEYING: Pushing buttons on telephone; typing; copying.	☐	☐	☐	☐	☒
REACHING: Answering phones.	☐	☐	☒	☐	☐
CARRYING: Distributing mail; reports; stocking supplies.	☐	☒	☐	☐	☐
CLIMBING: Stairs.	☐	☒	☐	☐	☐
BENDING AT WAIST:	☐	☒	☐	☐	☐
KNEELING:	☐	☒	☐	☐	☐
PUSHING OR PULLING:	☐	☒	☐	☐	☐
HANDLING: Documents, manuals, and office materials.	☐	☐	☐	☐	☒
DRIVING:	☐	☒	☐	☐	☐
OPERATING EQUIPMENT: Computer; telephone; copy machine; fax.	☐	☐	☐	☐	☒
WORKING INDOORS: Office Setting	☐	☐	☐	☐	☒
WORKING OUTDOORS:	☐	☒	☐	☐	☐
WORKING IN CONFINED SPACE:	☐	☒	☐	☐	☐

OTHER INFORMATION

Must have knowledge or ability to become familiar with state and related federal laws, rules, regulations, policies and procedures. Must exercise good writing skills; follow oral and written directions, be responsive to the needs of the public and employees of Cal OES and other agencies; analyze situations and take effective action using initiative, resourcefulness, and good judgment. May need to work with limited supervision.

Consistent with good customer service practices and the goals of Cal OES's Strategic Plan, and the California Homeland Security Strategy, the incumbent is expected to be courteous and provide timely responses to internal and external customers, follow through on commitments, and solicit and consider internal and external customer input when completing work assignments.

SIGNATURES

Certification of Applicant/Employee

Note – If any concerns with performing the duties of this position with or without reasonable accommodation, discuss your concerns with the hiring supervisor, who in turn, will discuss with the Reasonable Accommodation Coordinator.

I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation.

I have read and discussed these duties with my supervisor:

_____ _____

Employee's Signature *Date*

I certify that the above accurately represents the duties of the position:

_____ _____

Supervisor's Signature *Date*

_____

Civil Service / Exempt Title