State of California – Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central	Administrative Officer II	549-730-4558-002
DISTRICT/HQ SECTION	**WORKING TITLE**	**CBID**
Central Valley District	Administrative Officer II	S01
SECTOR/HQ UNIT	**REPORTING LOCATION**	**INCUMBENT**
Administrative Services	District Office - Columbia SHP	
STATE HOUSING		**IMMEDIATE SUPERVISOR**
State Housing is not available		Supervisor II

SENSITIVE POSITION DESIGNATION (Check if applicable)

☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961

POSITION DESCRIPTION

Under direction of the Supervisor II, the Administrative Officer II (AO II) is responsible for providing daily direction and provides essential administrative support to the District. Directly supervises staff in the payroll and timekeeping unit, risk management unit, permanent and seasonal appointments and separations, official personnel file security and maintenance, District housing, and liaison with headquarters' Personnel Transactions and Classification and Pay Sections. This position may act for the Supervisor II in their absence.

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.

ESSENTIAL FUNCTIONS:

%	TASK/DUTIES
35%	**HUMAN RESOURCES** Assist with the preparation and process of DPR 81 packages, routing of DPR 182 hire packages, and assist with the preparation of district organizational charts. Assists with the preparation of the District Hiring Priorities Report and Reports of Probation and Performance and Appraisal Summaries. Reviews and distributes monthly reports to staff and supervisors. Assists with the preparation of Adverse Actions and Corrective Counseling Memo and works closely with the Performance Management Unit. Review and approve FMLA paperwork, Catastrophic Leave Requests, and Extension of Hours. Approve new employee driving records and pull notices for current employees. Reconciles Employee Master Table and LIA and recommends Labor corrections. Audits employees leave balances and make recommendations when bargaining language maximums are exceeded; send monthly reports to supervisors. Coordinates Annual Uniform Allowance Request with Human Resource staff. Liaison with workers' compensation staff on long-term or litigious cases.
25%	**FISCAL MANAGEMENT** Performs monthly reconciliation of State Park Contingent funds (SPC) and compiles monthly expenditure reports. Oversee the District's fiscal services program for accurate and timely processing of all accounting documents. Ensures that all expenditures are accurately encumbered, posted, and reported using the FTS program. Ensure that all revenues are reported accurately and on a timely basis. Assist staff with purchases and monitors to ensure all purchases are legal and within state guidelines and will assist with the more complex purchases or issues. Assists with expenditure and revenue projection and analysis. Coordinates district-wide training needs, and monitors expenditures. Monitors monthly work reports to ensure maximum return for staff time used in reimbursable projects. Effectively communicate purchasing and procurement matters to programs. Advises resource staff on matters relating to funding for

	resource programs and execution of public works or service contracts. Ensures Departmental and control agency purchasing policies and procedures are being followed. Acts as liaison with Department of General Services analysts and buyers. Maintains a thorough knowledge of all means of procurement and provides technical assistance to District staff. Monitors compliance on all types of contracts. Develops methods to improve fiscal and contracting operations.
20%	**BUSINESS SERVICES MANAGEMENT** Assist in the preparation of Budget Change Concept Papers and Budget Change Proposals, developing allocations, and District's procurement, reimbursements, special funding, and revenue programs. Assistant District Property Manager, working closely with the HQ Property staff, the District Maintenance Chief, and the Sector Maintenance Chiefs. Assist with property inventory, traveling to the Sectors, conducting inventory, adding, and surveying property in MAXIMO as needed. Assists with the preparation and updating of facility and equipment data history records. Assist and coordinate with the Department Information Technology with computer systems as equipment becomes available. Perform research and analysis tasks related to injury, and the employee safety program. Present reports and recommendations to the team and management as requested. Performs independent research and prepares narrative reports in response to special requests. May directly contact Sacramento headquarters staff within the scope of the District Administrative Chief's authority, when necessary to discharge the duties of the position. May directly coordinate contract preparation to meet the objectives of public service and to accomplish District goals. Acts as the backup Agency Telecom Representative (ATR) and assists with Telecom needs for programs and staff in the absence of the AOI.
10%	**SUPERVISION** Supervise and manage efforts of all subordinate clerical staff performing the full range of duties in personnel special event coordination, computer services, and general administrative and public safety support, including, but not limited to public information, reception, mail, duplication services, typing, courier services, and paperwork management. Participates in interview panels and selects clerical staff and makes recommendations for separations. Prepare performance appraisals and evaluations. Solves personnel problems and handles employee complaints at the lowest possible level. Notify the District Administrative Chief if further action is needed. Provides input for corrective actions as requested. Keeps the District Administrative Chief informed of all pertinent matters.
MARGINAL FUNCTIONS:	
%	**TASK/DUTIES**
5%	**TRAINING** Provide and coordinate district wide training for various human resource and fiscal processes. Prepare training materials on various human resource and fiscal processes
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.

TYPICAL WORKING CONDITIONS

Works in an office environment. Daily and frequent use of personal computers and a variety of office software applications at a workstation. Sit in a normal seated position for extended periods of time. Work environment may have moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, unpleasant odors, and/or loud noises. May involve some exposure to aggressive visitors.

TELEWORK DESIGNATION:

This position is designated as NOT Telework Eligible.

SPECIAL REQUIREMENTS:

Possession of a California Class C driver's license is required.
Knowledge of principles, practices, and modern methods of public and business administration with special reference to personnel management. Ability to develop and install new and revised methods and procedures; analyze administrative problems accurately and take effective action; plan, organize, and direct the work of others; reflect management's position on collective bargaining issues; communicate effectively. Demonstrated capacity for assuming increasing administrative responsibility. All duties shall be performed in a safe manner in compliance with Departmental policies and the District's Injury and Illness Prevention Program (IIPP). Exhibit professional working manners and ability to deal tactfully and effectively in a busy office environment. Display mature judgment, loyalty, poise, tact and discretion. Establish and maintain

cooperative working relationships. Good attendance record, reliable, punctual. Demonstrated capacity for assuming increasing administrative responsibility. Excellent organizational and memory skills Ability to use resources and working tools effectively. Perform clerical work in a busy environment or under pressure of time constraints. Business math particularly for completing accurate arithmetical computations. Ability to organize, set priorities and handle changing priorities.

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 the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.

SUPERVISOR STATEMENT:
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.

SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE

EMPLOYEE STATEMENT:
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE

State of California – Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central	Administrative Officer I	549-730-4590-XXX
DISTRICT/HQ SECTION	**WORKING TITLE**	**CBID**
Central Valley District	AOI – Human Resources	S01
SECTOR/HQ UNIT	**REPORTING LOCATION**	**INCUMBENT**
Cadministrative Services	Central Valley District Office	
STATE HOUSING: (Check one)		**IMMEDIATE SUPERVISOR**
☐ Housing is required ☒ Housing may be required ☐ Housing is not available		Supervisor II

SENSITIVE POSITION DESIGNATION: (Check if applicable)

☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961

POSITION DESCRIPTION

Under the direction of the Supervisor II, the Administrative Officer I is responsible for providing day-to-day supervision to staff assigned to the Central Valley District Administrative Center, and assists with providing essential administrative support to the District. Directly supervise payroll and timekeeping, permanent and seasonal appointments and separations, official personnel file security and maintenance, and liaison with headquarters' Personnel Transactions and Classification and Pay Sections.The reporting location is the Central Valley District Headquarters located in Columbia.This position may act for the Supervisor II in their absence.

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.

ESSENTIAL FUNCTIONS:

%	TASK/DUTIES
35%	**HUMAN RESOURCES** Process and approve new employee driving records and updated pull notices for current employees. Reconciles Employee Master Table and Labor Information and recommends Labor corrections. Assists with auditing leave balances and sending monthly reports to supervisors. Coordinates Annual Uniform Allowance Request with Human Resource staff. Prepare monthly schedules for Admin staff. Assists the District Administrative Chief in the preparation and processing of DPR 81 packages, routing of DPR 182 hire packages, preparation of District Org Chart and sends monthly to all employees, preparation of the District Hiring Priorities Report and sends monthly report to Supervisors, and with preparation and tracking of the Reports of Probation and Performance and Appraisal Summaries.
25%	**FISCAL MANAGEMENT** Assists with monthly reconciliation of State Park Contingent funds (SPC) and Activities with the District Budget Analyst and Program Managers. Ensures the accurate and timely processing of all accounting documents. Confirm expenditures are accurately encumbered, posted, and reported in the FTS program. Ensure all revenues are reported accurately and on a timely basis. Support and assist employees with purchases and monitors to ensure all purchases are legal and within state guidelines. Assists with more complex purchases or issues, and expenditure and revenue projection and analysis. Coordinates district-wide training needs. Ensure Departmental and control agency purchasing policies and procedures are being followed. Provides technical assistance to District staff. Act as a liaison with Department of General Services
20%	**BUSINESS SERVICES MANAGEMENT**

	Assists with District property inventory, traveling to Sectors, conducting inventory, adding, and surveying property in MAXIMO as needed. Assists with the preparation and updating of facility and equipment data history records. Works closely with the Department Information Technology Section in implementing computerized systems throughout the district, as needed. Assist with research and analysis tasks related to injury analysis, and the employee safety program. Present reports and recommendations to the team and management as requested. Performs independent research and prepares narrative reports in response to special requests. Acts as the backup Agency Telecom Representative (ATR) and assists with Telecom needs for programs and staff in the absence of the district ATR.
15%	**SUPERVISION** Supervises and directs the efforts of subordinate clerical staff performing the full range of duties in fiscal and human resource transactions, personnel, special event coordination, computer services, and general administrative and public safety support, including, but not limited to public information, reception, mail, duplication services, typing, courier services, and paperwork management. Participates in interview panels and selects clerical staff and make recommendations for separations. Prepare performance appraisals and evaluations. Provide solutions to personnel problems and handles employee complaints at the lowest possible level. Notify the District Administrative Chief if further action is needed. Provides input for corrective actions as requested.

MARGINAL FUNCTIONS:

%	TASK/DUTIES
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs. Provide and coordinate district wide training for various human resource and fiscal processes. Prepare training materials on various human resources and fiscal processes.

TYPICAL WORKING CONDITIONS

Office environment. Daily and frequent use of personal computers and a variety of office software applications at a workstation. Sit in a normal seated position for extended periods of time. Work environment may have moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, unpleasant odors, and/or loud noises. May involve some exposure to aggressive visitors.

TELEWORK DESIGNATION
This position is designated as: (Check one)

☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ Not Telework Eligible

SPECIAL REQUIREMENTS:

Possession of a California Class C driver's license is required. Knowledge of principles, practices, and modern methods of public and business administration with special reference to personnel management. Ability to develop and install new and revised methods and procedures; analyze administrative problems accurately and take effective action; plan, organize, and direct the work of others; reflect management's position on collective bargaining issues; communicate effectively. Demonstrated capacity for assuming increasing administrative responsibility. All duties shall be performed in a safe manner in compliance with Departmental policies and the District's Injury and Illness Prevention Program (IIPP). Exhibit professional working manners and ability to deal tactfully and effectively in a busy office environment. Display mature judgment, loyalty, poise, tact and discretion. Establish and maintain cooperative working relationships. Good attendance record, reliable, punctual. Demonstrated capacity for assuming increasing administrative responsibility. Excellent organizational and memory skills. Ability to use resources and working tools effectively. Perform clerical work in a busy environment or under pressure of time constraints. Business math particularly for completing accurate arithmetical computations. Ability to organize, set priorities and handle changing priorities.

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EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE