☐CURRENT ☒PROPOSED

| POSITION INFORMATION | |
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| **NAME** | **MCR**<br>2 |
| **CLASSIFICATION**<br>Supervisor II | **POSITION NUMBER**<br>538-105-4801-XXX |
| **WORKING TITLE**<br>Supervisor of Administration | **DIVISION/UNIT**<br>California Geological Survey/Program Admin |
| **EFFECTIVE DATE** | **LOCATION**<br>Sacramento |
| **BARGAINING UNIT**<br>S01 | **CONFLICT OF INTEREST DESIGNATION**<br>3, 7 |

| REQUIREMENTS OF POSITION | | | |
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| ☐ MEDICAL EVALUATION | ☒ CONFLICT OF INTEREST | ☐ TRAVEL REQUIRED | ☐ BILINGUAL FLUENCY |
| ☒ SUPERVISORY | ☐ SPECIALIST | ☐ DRIVER LICENSE | ☐ PROFESSIONAL LICENSE |
| ☐ TYPING CERTIFICATE | ☒ HYBRID | ☐ OTHER | |

**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 of Operations (CEA B) and indirectly from the State Geologist, the incumbent functions as the Supervisor of Administration for the California Geological Survey (CGS) directing daily functions of two administrative teams. In consultation with the Chief Deputy and program and project managers, the incumbent administers departmental and division policies, coordinates division and department-wide initiatives, and leads CGS teams to execute strategic goals in alignment with the vision of the State Geologist and departmental policies and initiatives. Duties include, but are not limited to:

| PERCENT | DESCRIPTION |
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| **35%** | Collaborates with the Chief Deputy, State Geologist, Branch Chiefs, and Program Managers in the formulation and dissemination of state, department, and division-wide policies and procedures. Maintains a working knowledge of CGS's administrative, fiscal, contracting, personnel, and emergency-response policies and procedures, along with relevant Department of Conservation (DOC) administrative policies. Serves as a subject matter expert for CGS administrative programs including budgeting, human resources processes, |

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| | procurement, grants and contracts management, facilities coordination, equipment and fleet oversight, and emergency-response administrative support functions. Coordinates regularly with DOC Administration, California Governor's Office of Emergency Services (CalOES), California Department of Transportation (Caltrans), Department of Health Care Access and Information (HCAI), and other partner agencies on matters involving statewide emergency response, funding mechanisms, and administrative compliance requirements. Provides policy interpretation and guidance to CGS leadership and staff to ensure consistent application of statewide and departmental procedures.<br><br>Maintains current knowledge of CGS's fiscal (budgetary), programmatic, organizational, and operational needs and elevates issues and risks as they become apparent. Utilizes expertise to provide technical and consultative services and advice to upper management on the feasibility and impact of a variety of administrative and operational projects, policies, or proposals. Develops concise, actionable reports and recommendations to the State Geologist, the Chief Deputy, executive leadership, addressing CGS's organizational structure, workforce capacity, and administrative readiness. Conducts assessments of operational workflows, fiscal constraints, and long-term program needs translating findings into policy-level recommendations that support efficient operations, enhance emergency-response capabilities, and strengthen the organization's ability to deliver statewide services. Coordinates with CalOES, Caltrans, California Department of Forestry and Fire Protection (CalFIRE), HCAI, Department of Water Resources, and other state partners on matters involving statewide emergency response, funding mechanisms, and compliance requirements of inter-agency agreements and grants. May work closely with the DOC Assistant Director of Administration, the Assistant Division Chief of Administration, Chief of the Human Resources Manager, and Budget Officer to execute division, department, and statewide policies. |
| **35%** | Provides support to the Chief Deputy and State Geologist in tracking and executing strategic planning across CGS's programs. Works with Program Managers to develop and adaptively implement workplans to meet division and program goals and objectives that directly impact statewide services. Establishes and implements standard operating policies and procedures for organization coordination and control, program implementation, and fiscal management; and ensures the integrity, effectiveness, and consistency of administrative operations division-wide. In conjunction with executive management and CGS Program Managers, coordinate the development of CGS's Budget Concept Papers and Proposals. Utilizes change management and project management techniques to track CGS progress toward division and strategic plan objectives through regular review of program deliverables, performance indicators, staffing capacity, and resource needs. Provides timely, clear reports and recommendations to executive leadership to support decision-making and long-range planning. Assists in the development of updates to the CGS Strategic Plan, ensuring integration of organizational priorities, operational improvements, and emergency-response capabilities that support our partners such as CalFIRE and CalOES. Ensures effective succession planning and knowledge transfer, including clearly defined roles and responsibilities, cross-training, and the development and maintenance of business processes. Ensures adherence to health and safety standards. Engages with and mentors staff at all levels to develop and support individual goals. Oversee teambuilding efforts to foster cohesion and collaboration towards CGS's mission and shared goals. Directs inclusive |

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| | activities and events that support staff engagement, commitment, and alignment with organizational objectives. |
| **25%** | Manages and administers the activities of Supervisor I's and their units that support two branches within CGS: Maintains a culture of customer service, and cultivates a positive, engaged, and aligned work environment that supports trust and accountability. Organizes, directs, and provides managerial review of the work performed by administrative staff in CGS, including direct supervision of CGS's administrative supervisors responsible for resources, budgets, personnel, contracts, equipment, building facilities, travel and purchasing. Reviews and approves contracts and procedures. Ensures staff has a safe team-oriented environment that is free of unprofessional behavior. Ensure staff is motivated to increase their professional abilities. Ensures staff have access to training opportunities. Monitors and evaluates work and provides regular and timely written performance appraisals. Counsels staff and initiates disciplinary actions as necessary. Recruits, hires, trains, develops, and provides leadership to direct reports, supporting supervisors in these efforts. 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. |

**MARGINAL FUNCTIONS**

| PERCENT | DESCRIPTION |
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| **5%** | May be requested to participate in executive meetings on behalf of the Chief Deputy or CGS at meetings and proceedings involving division and department management. Performs administrative duties including, but not limited to: adheres to departmental policies, rules and procedures; submits administrative requests including leave, overtime (if applicable), travel, and training in a timely and appropriate manner, and submits timesheets by the due date. |

**SUPERVISION RECEIVED:**

Supervisor II reports directly to and receives most assignments from the Chief Deputy of Operations (CEA B).

**SUPERVISION EXERCISED:**

Supervisor II supervises Supervisor I staff.

**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.

**PERSONAL CONTACTS:**

The incumbent routinely interacts with department and division employees, stakeholders, regulatory agencies, and federal, state, and local agencies, which will include public and professional contact. Confidential and/or sensitive material may be addressed during this contact, including the budgetary process, contracting, and sensitive personally identifiable information. Personal contact may be made via written correspondence, telephone, or e-mail, regarding laws, rules, regulations, and policies. May be required to make public presentations at a variety of government and public meetings.

**ACTIONS AND CONSEQUENCES:**

The duties of this position are such that there can be critical consequences to the department, other agencies, the public and the environment for any inefficiency, error, or omission in supervision, duty or decision by the incumbent. The nature of these consequences for inadequate job performance is described below, and include, but are not limited to:

- Loss of time and inconvenience to the state, or people due to any inefficiency, failure to act, error or omission by the incumbent. These errors can affect money, equipment, and health/safety issues that can have critical losses, to the extent of greater cost, injury, loss of life, property contamination and other environmental losses.
- Any error or omission can have repercussions that extend beyond the work performed to affect other personnel, agencies, the public and the environment.
- The severity of any loss to the state, department, public and the environment can vary from low to critical depending on the type and duration of the improper action of the incumbent. Critical consequences could result in great loss of life and unrecoverable environmental damage that could result in additional monetary and/or other liability to the State and/or incumbent.

**CONDUCT AND ATTENDANCE EXPECTATIONS:**

Knowledge of principles, practices and trends of public and business administration, including management and supportive staff services, principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; the administration and department's goals and policies; and governmental functions and organization at the state and local level; and department's diversity, equity, and inclusion objectives. Ability to reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; set a clear vision to achieve productive results by developing plans to meet goals, leverage staff skills, inspire team buy in, and solve complex personnel and technical policy problems; build collaborative relationships and foster an inclusive environment for consensus-building and decision-making; demonstrate predictable, reasonable, and consistent leadership in balancing the requirements for administrative state compliance with program innovation and operational needs; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex staff services program; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively contribute to the department's diversity, equity, and inclusion objectives.

Telework may be available for this position in accordance with the Department of Conservation's Telework Policy and procedures.

**WORKING CONDITIONS/PHYSICAL REQUIREMENTS**

| FREQUENCY | DESCRIPTION |
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| **FREQUENTLY** | • Positioned at a desk during core office hours using a computer, keyboard, mouse and monitor for prolonged periods of time.<br>• Use of a mobile telephone.<br>• Bending (neck and waist), squatting, kneeling, and twisting (neck and waist).<br>• Performing repetitive hand motion, simple grasping, fine manipulation, pushing and pulling with right and left hands.<br>• Reaching (above and below shoulder level).<br>• Working in a high-rise building under artificial lighting. |
| **OCCASIONALLY** | • Attending in-person meetings.<br>• Travel via private or public transportation (i.e., automobile, airplane, etc.) inside California.<br>• Operation of state-owned, personal, or rental vehicle to drive long hours to meetings.<br>• Work (site visits) in outdoor weather conditions on minimally un-level surface at field-site visits. |

The duties of this position are subject to change and may be revised as needed or required.

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