STATE OF CALIFORNIA DEPARTMENT OF GENERAL SERVICES

DUTY STATEMENT

GS 907T (REV. 03/05)

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY

INSTRUCTIONS: Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.	RPA- **11354-OFAM**	EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Fleet and Asset Management (OFAM)	POSITION NUMBER (Agency - Unit - Class - Serial) - - -
UNIT NAME AND CITY LOCATED Assistant Chief - Sacramento	CLASS TITLE STAFF SERVICES MANAGER III (SSM III)
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	SPECIFIC LOCATION ASSIGNED TO 1700 National Drive, Sacramento, CA 95834
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 306-138-4802-001

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.

BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general direction of the Chief (CEA) of OFAM, the SSM III functions as the Assistant Chief over the DGS Fleet Operations, the Statewide Travel Program and the Statewide Parking Program. The incumbent is responsible for ensuring the financial integrity and cost-effectiveness of these programs, including a budget of approximately $38 million, an equipment budget of approximately $13 million, and a fleet of nearly 4,500 vehicles with various rates and fees that generate over $45 million in revenues.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use additional sheet if necessary)*
	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. **This position is designated under the Conflict of Interest Code. The position is responsible for making, or participating in the making, of governmental decisions that may potentially have a material effect on personal financial interests. This position is required to complete form 700 within 30 days of appointment in order to identify any potential conflicts of interest. Failure to comply with the Conflict of Interest Code requirements may void the appointment.** All work to be completed in accordance with (but not limited to) Government Codes 13332.09, 19993.02, 14618, 14619, and 14674; Public Resources Codes 25722-25722.5; California Code of Regulations 599.800-599.809; Executive Orders W-100-94, S-3-05, S-06-06, S-01-07, Senate Bills SB 1170, SB 552 (Chapter 737), SB 1757 (Chapter 926), Assembly Bills AB 1660 (Chapter 580), AB 1007 (Chapter 371), AB 32 (Chapter 488), AB 2264 (Chapter 767), AB 1811 (Chapter 48), the Federal Energy Policy Act; Federal Transit Administration Regulations, Section 5310; Federal Motor Vehicle Safety Standards; California Specifications for Adaptive Driving Equipment; California Motor Vehicle Code; California Code of Regulations, Title 13, Motor Vehicles, and Title 16, Chapter 33, Automotive Repair; California Health and Safety Code, Division 26, Part 5, Emission Controls and Division 13, Part 2, Manufactured Housing; Tri-State Strategy to Reduce Global Warming, the Public Contract Code, the Department of General Services and the Office of Fleet Administration policy and procedures while utilizing a variety of computer software (MS Office Suite) and business office practices.

SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
Evan Speer (Acting)		

EMPLOYEE'S STATEMENT: ***I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT***

The statements contained in this duty statement 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. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

DUTY STATEMENT

GS 907T (REV. 03/05) RPA- **11354-OFAM**

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use additional sheet if necessary)*
	ESSENTIAL FUNCTIONS
30%	DGS Fleet Operations – This position is responsible for the overall operations of the DGS Rental Fleet, including monitoring daily and monthly vehicle rental/revenue data on a regular basis to ensure that the rental vehicles are fully utilized and actual costs and revenue are tracking with budgeted projections, developing the annual vehicle acquisition plan for OFAM, identifying and recruiting new rental vehicle customers and meeting with fleet business partners to learn about new technology that can make OFAM fleet operations more efficient and cost effective.
30%	Statewide Parking Program - This position is responsible for the overall operations of the Statewide Parking Program including developing and implementing statewide parking policies and contract development, contract management and contract oversight to ensure that the various parking business partners are in compliance with the terms of their contracts. This position is also responsible to ensure the parking facilities are fully utilized and actual costs and revenue are tracking with budgeted projections and development of the annual capital outlay/deferred maintenance plan.
20%	Statewide Travel Program - This position is responsible for the overall management of the Statewide Travel Program including contract development, contract management and contract oversight to ensure that the various business partners are in compliance with the terms and conditions of their contracts. The position is also responsible for the Statewide Green Lodging Program; Statewide Travel Payment and Fleet Fuel Payment Card Programs including maximizing the incentive funding from the various business travel partners including the contracted Travel Payment Provider, Fleet Fuel Payment Provider, travel agency, airlines, and rental car provider. Also responsible for developing and implementing Strategic partnerships with major travel providers in order to leverage the State's enormous buying power to obtain the best rates and prices for our state employee customers.
15%	Financial Operations - This position is responsible for ensuring the financial integrity and cost-effectiveness of the Operations and Travel Services (OTS) section of OFAM by providing oversight and direction to program managers in the following areas: the development of the annual financial/business plan, the reviewing of monthly budget/revenue and expenditure reports to make certain the program's operating budget is balanced and in line with approved expenditures, the timely billing of services provided to OFAM customers/clients, the monitoring of expenditure coding on applicable program specific contracts, the managing of project timelines and funding balances ensuring projects are staying within projected budget and the development and review of BCPs, BCCs and RFPs and other budgetary documents requested by OFAM budget manager. Since OFAM is a fee for service entity and is required to recover the costs for the various services it provides to its customers/clients, the incumbent assists the OFAM budget manager in the annual development, review, methodology, and assumptions of the various rates in OTS (such as daily and monthly vehicle rentals, parking, and annual fees for fuel and travel cards) to ensure cost recovery
5%	To maintain an accurate reporting to the State Controller's Office (SCO) for issuance of correct payroll warrants of subordinate staff's time or accurate reporting to the Office of Fiscal Services (OFS) for the billing of services for clients through the use of the Project Accounting & Leave (PAL) system in accordance with DGS policies and guidelines, MOU provision and SPB or DPA laws and rules: • Grant or deny subordinate staff request for time off or requests to work overtime • Ensure subordinate staff has sufficient leave credits available for the leave requested • Approve PAL entries for subordinate staff on dock or AWOL on or before the designated State Controller's Office (SCO) semi-monthly or monthly payroll cut-off date. This is to ensure the correct issuance of a SCO warrant for pay day • Approve or disapprove PAL entries for subordinate staff within three working days after the completion of the pay period. This is to ensure the correct issuance of a SCO warrant that is returned to SCO for late dock, issuance of correct overtime pay due to an employee and proper billing to clients for services rendered.
	MARGINAL FUNCTIONS In order to ensure an effective contingency plan in times of emergency situations or employee actions endorsed by employee organizations by making recommendations on the utilization of personnel and equipment.
	KNOWLEDGE AND ABILITIES

DUTY STATEMENT

GS 907T (REV. 03/05) RPA- **11354-OFAM**

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use additional sheet if necessary)*
	***Knowledge of**: Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; 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; governmental functions and organization at the State and local level; department's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program and the processes available to meet equal employment opportunity objectives.* ***Ability to**: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; 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 equal employment opportunity objectives.* **DESIRABLE QUALIFICATIONS:** • Possess strong financial and or business experience running a business or a program to ensure its cost effectiveness and profitability. • Possess strong customer service experience dealing with the complaints/problems in a business or government entity or running a customer service call center. • Possess experience handling multiple courses of action simultaneous. • Possess experience working with control agencies to resolve sensitive issues. • Possess experience directing and motivating teams. • Possess ability to express ideas and information in written or oral form clearly, accurately, and in an organized manner. • Possess ability to develop and maintain relationships with business partners and customers. **SPECIAL PERSONAL CHARACTERISTICS:** • Demonstrate ability to act independently, open-mindedness, flexibility, and tact. **INTERPERSONAL SKILLS:** • Possess ability to motivate; work cooperatively with all levels in the organization; gain, as well as give, confidence and trust of others. **ADDITIONAL QUALIFICATIONS:** • Possess ability to make decisions that consider relevant facts and information, potential risks and benefits, and short- and long-term consequences or alternatives. • Possess ability to anticipate or identify problems and their causes; develop and analyze potential solutions or improvements using innovative and creative approaches. **WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES REQUIRED TO PERFORM DUTIES:** • Wear business dress in accordance to office environment. • Select, access, and use necessary information, data, and communications-related technologies, such as personal computer applications, telecommunications equipment, Internet, voice mail, email, etc. • Meet critical deadlines. • Possess ability to multi-task with changing priorities. • Solve problems by selecting and applying appropriate methods such as quantitative reasoning.