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- **8329-OFAM**	EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Interagency Support Division (ISD)	POSITION NUMBER (Agency - Unit - Class - Serial) - - -
UNIT NAME AND CITY LOCATED Office of Fleet and Asset Management - Sacramento	CLASS TITLE Career Executive Assignment II
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) 306-110-7500-001

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 administrative direction of the Deputy Director, Interagency Support Division (ISD), and the Director of the Department of General Services (DGS), the incumbent (Office Chief, Office of Fleet and Asset Management) is responsible for the management of 105 staff and the finances and operations of the office, and acts as a transportation policy advisor to the State. The incumbent has direct supervision of two Assistant Chiefs (SSM III) and one Associate Governmental Program Analyst.

% 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)*
100%	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. The appointee is required to complete form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.** **ESSENTIAL FUNCTIONS** In accordance with the Office of Fleet and Asset Management (OFAM) policies and procedures, the Department of General Services (DGS) Manual/Policy, State Administrative Manual, Public Contract Code, Government Codes, Business and Professional Codes, State Contracting Manual, Department of Personnel Administration Code, and applicable State/Federal laws, the incumbent is responsible for maintaining the State's compliance of the statutes and regulations governing the State's fleet of 45,000 vehicles and for continuously improving transportation and asset management services to State agencies: • Develops and implements policies to manage the acquisition, maintenance, and disposition of State vehicles and the reutilization and disposition of surplus property items.

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

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

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

% 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 (Continued)

- Manages the State's rental car fleet of approximately 4,300 vehicles operated in various locations throughout the State.
- Negotiates contracts with travel-related vendors including credit card companies, rental car agencies, and airlines.
- Provides technical advice and direction to state agencies and other governmental entities.
- Participates in the development of strategic planning, climate/trend assessments, succession planning, performance measurement, and change management activities.
- Represents the State in all matters related to the purchase, operation, maintenance, and disposition of state-owned mobile equipment, statewide travel, employee parking and commute management, alternative fuels and the reutilization and disposition of surplus property.
- Develops and maintains cooperative relationships with all levels of government.
- Plans, organizes and manages a multi-disciplined staff providing direction and leadership in the administration of a variety of services and contracts related to the purchase, operation, maintenance, and disposition of state-owned mobile equipment, statewide travel, employee parking and commute management, alternative fuels and the reutilization and disposition of surplus property.
- Develops, organizes and plans the implementation of new transportation related programs, laws, regulations and polices.
- Provides useful and effective mandated reports to the legislature based on accurate and reliable State vehicle data to right size the statewide fleet by eliminating underutilized vehicles.
- Identifies alternatives to travel such as video conferencing and telecommuting and works with the airline, rental car and lodging travel partners to further reduce greenhouse gas emissions.

KNOWLEDGE AND ABILITIES

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; the manager's role in labor relations; the manager's responsibility for promoting equal opportunity in hiring and employee development and promotion and for maintaining a work environment which is free of discrimination and harassment.

Ability to plan, organize and direct the work of multi-disciplinary 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 an effective course of action; prepare and review reports; effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

DESIRABLE QUALIFICATIONS:

- Experience at the managerial or supervisory level in the development and implementation of policies, procedures, and regulations that impact departments/agencies statewide.
- Experience at the managerial or supervisory level evaluating issues and in the development, recommendation and implementation of policies and procedures relating to fleet and asset management impacting multiple locations throughout the State.

% 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)*
	• Experience in the management of multidisciplinary staff, including administrative, professional, and technical staff relating to fleet and asset management policies. • Experience with the development and maintenance of cooperative business relationships with both internal and external representatives from all levels of government, public, and legislature. • Experience at the managerial or supervisory level working with the budget process with a demonstrated understanding of the State's budget and legislative process, and highly complex/sensitive contracts. • Experience at the managerial level in the use and management of strategic planning, performance evaluation, measurement principles and techniques, change management, and organizational development. • Good judgment. **ADDITIONAL QUALIFICATIONS:** • Experience at the managerial level developing, administering and implementing departmental policies and procedures. • Experience at the managerial level presenting issues before the Governor, Legislature, local government, State boards and commissions, various State agencies and/or the public. • Experience utilizing interpersonal communication skills or techniques with internal and external stakeholders. • Experience in dealing with issues of a high-profile and/or politically sensitive nature. **WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES REQUIRED TO PERFORM DUTIES:** • Responsive to client needs. • Effectively manage stress associated with multiple projects and assignments under time constraints.