**DUTY STATEMENT**

**GS 907T (REV. 08/01)**

**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.

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**RPA-13181-FMD**

**EFFECTIVE DATE:**

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**DGS OFFICE OR CLIENT AGENCY**
Facilities Management Division

**POSITION NUMBER (Agency - Unit - Class - Serial)**

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**UNIT NAME AND CITY LOCATED**
FMD Headquarters - West Sacramento

**CLASS TITLE**
Staff Services Manager III

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**WORKING DAYS AND WORKING HOURS**
Monday through Friday 8:00 a.m. to 5:00 p.m.

**SPECIFIC LOCATION ASSIGNED TO**
707-3rd Street, 3rd Floor, West Sacramento

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**PROPOSED INCUMBENT (If known)**

**CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)**
308-100-4802-002

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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.

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**BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION’S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS**
Under the general direction of the Facilities Management Division (FMD) Deputy Director, provide management and supervisory directions to staff over the following programs: Fiscal, Human Resources Liaison, Contract Management and Training.

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**% 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)

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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 marketing of, governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete a Form 700 within 30 days of appointment and annually thereafter. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

All work to be accomplished in accordance with the California Government Code, State Administrative Manual, Department of Finance Budget Letters, DGS and Facilities Management Division (FMD) policies and guidelines, Facilities Management Division (FMD) Strategic Plan, Capital Outlay Budget Calendar, Public Contract Code, State Contract Act, State Contracting Manual, Building and Professions Code, Memorandum of Understandings and other applicable regulations, policies, and procedures.

This position is responsible for the oversight of the FMD administrative operations activities and policy development/implementation. The incumbent advises branch managers and supervisors on program related issues and provides leadership and direction to the FMD Administrative staff.

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**ESSENTIAL FUNCTIONS**

In order to manage the administrative services for FMD, the incumbent will establish, implement and monitor policies and procedures to changing administrative policies and practices within DGS, as well as other state agencies, including control agencies. The incumbent will perform the following duties:

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

**SUPERVISOR’S NAME (Print)**

**SUPERVISOR’S SIGNATURE**

**DATE**

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**EMPLOYEE’S STATEMENT:**

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

**EMPLOYEE’S NAME (Print)**

**EMPLOYEE’S SIGNATURE**

**DATE**

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.

**DATE**
<table>
<thead>
<tr>
<th>% of time performing duties</th>
<th>Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. (Use additional sheet if necessary)</th>
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</thead>
<tbody>
<tr>
<td>20%</td>
<td>• Develop, propose and implement strategies to maximize best practices to increase the department’s effectiveness in providing administrative services. (i.e., contracting, fiscal, budgets, human resources).</td>
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<td>• Provide recommendations to DGS and FMD management to implement passed legislation by reviewing proposed legislation to determining impact on the operation of the department.</td>
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<td>• Direct FMD management in the formulation and implementation of fiscal and contract policies for repairs and maintenance of state owned buildings by communicating the course of action of the administration through the interpretation of direction from Agency and the directorate.</td>
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<td>• Oversee the formulation, development, appraisal and implementation of the FMD’s policies and procedures.</td>
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<td>• Plan, organize and direct the activities required to develop and implement the FMD Strategic Plan.</td>
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<td>• Provide overall administrative guidance and assistance to the FMD Deputy Director and Assistant Deputy Director.</td>
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<td>15%</td>
<td>In order to ensure that financial obligations are met and ensure that both support and project funding are secured in a timely manner to meet project timeframes and in compliance with requirements set forth by the Governor’s Budget, the Department of Finance and the Legislature, the incumbent will:</td>
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<tr>
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<td>• Act as the Chief Financial Officer for the FMD on fiscal issues within the branch and with its customers, the Department of Finance, the Legislature Analyst’s Office, the Legislature and the Governor’s Office.</td>
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<td>• Direct the branch’s support budget by reviewing rate structure methodology and retained earnings cost recovery plans and by monitoring positive retained earnings, budgets, revenue and expenditures.</td>
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<td>• Provide FMD Executive Team with accurate and timely financial reports and advice.</td>
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<td>15%</td>
<td>In order to provide professional and personal development training opportunities to FMD employees in achieving organizational efficiency and staff development goals and objectives, the incumbent will:</td>
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<td>• Provide facilitation and performance consulting services to management and staff to assist with process improvements, organizational efficiencies, and/or other problems, issues or conflicts affecting the performance of a program, process or team.</td>
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<td>• Meet and consult with FMD managers and employees to identify and evaluate workforce development needs; conduct training needs assessments and document expected performance outcomes (e.g., KSAs); and recommend suitable alternatives and options to facilitate staff training programs in order to meet training goals and objectives.</td>
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<td>• Respond to inquiries from FMD managers and employees in order to provide or clarify training policies, practices and procedures using various communication tools and protocols.</td>
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<td>• Apply pertinent laws, rules, regulations, DGS directives, labor contract provisions, etc., when providing counsel and guidance to programs regarding the FMD employee training program.</td>
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<tr>
<td>10%</td>
<td>In order to ensure the Deferred Maintenance Program (building repairs) is supplied with the appropriate contracts and vendors, the incumbent will:</td>
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<td>• Manage, plan, organize, lead and direct the Contract Unit in the processing of contracts and amendments including but not limited to public works, services, emergencies, architectural and engineering, master service agreements, interagency agreements, mandated reporting requirements and administrative support for internal and external customers.</td>
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<td>• Manage, plan, organize, lead and direct the Purchasing Services Unit in the purchase and service order support to the management of FMD.</td>
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<td>• Provide oversight and guidance to contracting staff responsible for the processing of scopes of work to ensure contact compliance with the DGS Legal Office and the State Contracting regulatory and civil codes.</td>
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<td>In order to meet program goals and objectives, manage and coordinate the daily operation of multiple organizational units by providing direction, guidance, and leadership to subordinate staff, in accordance with DGS policies, procedures, MOUs and processes for personnel management, the incumbent will:</td>
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<td>• Establish and implement short and long term organizational goals, objectives, policies, and operating procedures; monitor and evaluate operational effectiveness and make changes required for improvement.</td>
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<td>• Evaluate strategic planning implementation of continuous process improvement.</td>
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<td>• Communicate program goals, objectives and expectations for the FMD Administrative Section.</td>
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<td>• Provide overall management direction of centralized Human Resource services on a variety of subjects (i.e., hiring, separations, labor relations, harassment, equal opportunity and discrimination issues,</td>
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</table>
DUTY STATEMENT

STATE OF CALIFORNIA
DEPARTMENT OF GENERAL SERVICES

GS 907T (REV. 03/05)

% 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)
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10% | constructive intervention/adverse actions).
  - Assign workload to subordinate staff and provide comprehensive expectations on assignments, tasks and desired outcomes.

In order to establish and maintain effective communication channels and to represent the FMD Administrative Section on current contracts, human resources, fiscal and budget issues, the incumbent will:
  - Conduct, attend, and participate in meetings and briefings with FMD and FMD management, Executive Staff, Deputy Directors, Office/Branch Chiefs, and staff from Department of Finance (DOF).
  - Establish and maintain cooperative working relationships within the department and other state agencies through presentations, forums, meetings, and other forms of communications.
  - Serve as the branch’s high-level contact for contract, human resources, training, fiscal and budgets related issues.
  - Inform the FMD management Administrative Section’s program activities and uses knowledge of the most current laws and rules to develop and recommend needed changes.
  - Act as a member of the FMD management team, participating in policy making at the office and departmental level and be open to recommendations and improvements.

5% | In order to ensure employee time is accounted for and processed timely, the incumbent will:
  - 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 reject 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 is returned to SCO for late dock and proper billing to clients for services rendered.

KNOWLEDGE AND ABILITIES

Knowledge of:
- Principles, practices and trends of public and business administration, including management and supportive staff services such as budgeting, personnel, management analysis, planning, program evaluation or related areas; principles and practices of employee supervision, development and training; program management; formal and informal aspect of the legislative process; the administration and department’s goals and policies; government 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 those 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.

SPECIAL PERSONAL CHARACTERISTICS

Ability to act independently, be open-minded and flexible to other ideas and solutions, and be tactful.

INTERPERSONAL SKILLS

Ability to motivate; work cooperatively with all levels in the organization; gain, as well as give, confidence and trust of others.

DESIRABLE QUALIFICATIONS
- Extensive knowledge of the State human resources process, policies, practices, trends, and strategic plans.
- Extensive knowledge of the State budget process and procedures.
% 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)* |
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- Extensive knowledge of the Capital Outlay process and procedures.  
- Extensive knowledge of contracting and procurement policies and processes for public works and real estate projects.  
- Extensive knowledge of FMD rate structures including budgets, revenues and expenditures.  
- Experience developing and implementing divisional contracting and procurement policies and practices statewide.  
- Experience preparing strategic plans and performance measurements.  
- Experience supervising or managing the full range of administrative functions, including human resources, budgeting, accounting, contracting, training, information technology support.  
- Experience working with both departmental and office teams resolving various administrative issues.  
- Experience handling multiple courses of action simultaneous.  
- Experience working with control agencies to resolve sensitive issues.  
- Experience directing and motivating teams.  
- Experience executing project management concepts.  
- Ability to communicate ideas and information clearly, accurately, and in an organized manner.  

**ADDITIONAL QUALIFICATIONS**  
- Ability to make decisions that consider relevant facts and information, potential risks and benefits, and short- and long-term consequences or alternatives.  
- 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:**  
- 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.  
- Handle stress well.  
- Meet critical deadlines.  
- Multi-task with changing priorities.