

**STATE OF CALIFORNIA
DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING
DUTY STATEMENT**

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| Employee Name Vacant | Classification Name CEA Level A, Deputy Director of Administration | Position Number 326-300-7500-002 |
| Division/Unit Administrative Services | Date 11/29/18 | Prior Pos # (if applicable) |

SUMMARY OF RESPONSIBILITIES

Under the general direction of the Director and the Chief Deputy Director of the Department of Fair Employment and Housing (DFEH), the Deputy Director of Administration is responsible for leading the Department's Administrative Services Division (ASD). This includes overseeing the performance of the division and making changes to processes, policies, and systems in order to ensure excellent customer service and adherence to applicable laws and statewide policies, establishing and maintaining the performance standards, tools, training and practices needed to foster high levels of staff engagement and accountability, and creating/supporting a work environment consistent with the Department's core values. The Deputy Director of Administration exercises broad responsibility over the Division and serves as a member of the Department's Executive Team.

The Administrative Services Division within DFEH provides administrative support to the entire Department within the context of applicable laws and statewide policies. Specific functions include human resources, budgeting and accounting, contracting and procurement, and facilities.

ESSENTIAL FUNCTIONS

- 40% Set the strategic direction and goals for the Division based on customer needs and input, applicable laws and statewide policies, and active monitoring of performance metrics. Identify and oversee the implementation of specific projects and activities to meet strategic objectives and performance targets, including changes to policies, processes, practices, and systems.
- 35% Provide management oversight of the Division, including providing management and guidance to the Business Services Office Manager, Human Resources Manager, and the Fiscal Services Manager; monitor the overall quality and efficiency of administrative functions and ensure that customer needs are met consistent with applicable laws and statewide policies.
- 15% Serve as a member of the DFEH Executive Team and collaborate with fellow executives in the formulation and implementation of the Department's strategic plan, annual action plan, policies and cross-divisional projects.
- 10% Handle complex and sensitive issues relating to all aspects of divisional operations with CalHR, the State Personnel Board, the Department of Finance, the Department of General Services, the State Controller's Office, the Business, Consumer Services and Housing Agency and other external stakeholders; represent the Department in public forums.

Supervision Received:

The Deputy Director of Administration receives general supervision from the Chief Deputy Director of the Department of Fair Employment and Housing.

Supervision Exercised:

The Deputy Director of Administration oversees all staff in the Department's Administrative Services Division.

Administrative Responsibility:

Ensure that the Department adheres to the laws, rules, policies and procedures pertaining to the administrative functions at the DFEH.

Personal Contacts

The Deputy Director of Administration will act as the Department's liaison to the State Personnel Board, CalHR, the State Controller's Office, the Department of Finance, the Department of General Services and other state control agencies and external stakeholders.

Work Environment, Physical, or Mental Abilities:

The demands described here are representative of those that must be met by the incumbent to successfully perform the essential functions of the job with or without a reasonable accommodation. The following abilities are required:

- Requires ability to effectively handle stress, and work in a noisy and fast paced environment.
- Requires daily use of a personal computer and related software applications at a workstation.
- Requires prolonged use of a workstation for 6.5 to 7 hours per day.
- Requires dependability and excellent attendance records.
- Willingness to work irregular hours and to travel widely within an assigned area.

Actions and Consequences

Failure to properly perform these duties could result in the inefficient and ineffective operation of the Administrative Services Division and create negative consequences for the Department. Failure to use good judgment in handling sensitive and confidential information could undermine the Department's ability to meet its mission, damage the reputation of the Department and the State of California and potentially result in legal liability for the Department.

I have read and understand the duties described above for the Deputy Director of Administration. I meet all job requirements as described above and am capable of performing the essential functions with or without a reasonable accommodation.

Employee's Signature

Date

Supervisor's Signature

Date