

# DUTY STATEMENT

CCTC-AGENCY xxx (REV 06/11)

		RPA #	EFFECTIVE DATE:
EMPLOYEE'S NAME	POSITION NUMBER (Agency - Unit - Class - Serial)		
DIVISION/UNIT Administrative Services Division	CLASS TITLE Division Director (CEA B)		

As a valued member of the Commission on Teacher Credentialing (Commission), you are expected to work cooperatively with all employees, our customers and members of the public to enable the Commission to provide the highest level of service possible. Your creativity and ingenuity are encouraged. Your commitment to treat others fairly, honestly, respectfully and professionally is critical to the success of the Commission's Mission.

BRIEFLY (1-3 sentences) DESCRIBE THE POSITION'S PRIMARY ROLE AND PURPOSE. PLEASE INCLUDE THE POSITION'S REPORTING RELATIONSHIP AND LEVEL OF INDEPENDENCE.

Under the direction of the Executive Director, the Director of Administrative Services is a member of the executive management team, is responsible for overall policy development and management of the Administrative Services Division, and provides assistance to the Executive Director in ensuring excellence in education by managing and directing operational activities and serving as Chief Fiscal and Accounting Officer for the Commission.

Percentage 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.

35%	<p><b><u>ESSENTIAL FUNCTIONS</u></b></p> <p><u>As Director of the Administrative Services Division, the incumbent:</u></p> <ul style="list-style-type: none"> <li>■ Plans, organizes, and directs the Commission's internal operations in concert with senior management;</li> <li>■ Oversees the administration of the Fiscal Business Services, Office of Human Resources, Enterprise Technology Support Services Section, and Office of Governmental Relations;</li> <li>■ Plans, develops, and implements policies and procedures relating to the Commission's administrative and fiscal programs;</li> <li>■ Provides leadership on issues that extend beyond the realm of administrative services, such as operation and development of agency priorities, short and long range planning, and executive level decision making;</li> <li>■ Advises and consults with the Executive Director concerning issues of significant policy and/or sensitivity and advises on potential political and operational impacts of policy decisions;</li> <li>■ Facilitates the development and implementation of internal and statewide strategies to ensure implementation of the agency's strategic plan and achievement of the Commission's mission and goals; and</li> <li>■ Advises the Executive Director and the Senior Management Team on program management strategies necessary for the successful implementation and operation of large scale projects, and policy decisions.</li> </ul>
20%	<p><u>In the area of fiscal and business services, the incumbent:</u></p> <ul style="list-style-type: none"> <li>■ Serves as Chief Fiscal and Accounting Officer responsible for managing the development and implementation of the Governor's Budget for the Commission;</li> </ul>

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15%	<ul style="list-style-type: none"><li>■ Works with the senior management team to identify resource needs and develops Budget Change Proposals as needed;</li><li>■ Through subordinate managers and staff, ensures the timely submission of reports and budget drills to the Department of Finance;</li><li>■ Provides technical advice to the Executive Director and the Senior Management Team regarding budgetary realignment and cost-saving measures; and</li><li>■ Develops and provides regular analytical reports to assist Senior Managers with budget projections.</li></ul> <p>In the area of <u>external relations</u>, the incumbent:</p> <ul style="list-style-type: none"><li>■ Serves as the Commission's liaison with the Department of Finance and the Legislative Analyst's Office to address fiscal policy and sensitive budget issues;</li><li>■ Represents the Executive Director with state control agencies on matters pertinent to service delivery and policy direction and oversees agency response to external audits;</li><li>■ Directs the activities of legislative staff to ensure adequate monitoring of state and federal initiatives and legislation, accurate and comprehensive bill analyses, and timely communication of adopted positions to the Legislature;</li><li>■ Directs the activities of the communications staff to ensure timely, accurate and appropriate responsiveness to media inquiries; and</li><li>■ Oversees and directs the development of mandated reports, press releases, and an annual report on the Commission's activities.</li></ul>
15%	<p>In the area of <u>human resources management</u>, the incumbent:</p> <ul style="list-style-type: none"><li>■ Works with the manager of human resources to ensure that the laws and rules related to human resource management in California State Service are appropriately and consistently applied; and</li><li>■ Serves as a resource to the Senior Management team regarding human resources planning and the resolution of issues arising in the workplace.</li></ul>
10%	<p>In the area of <u>information technology</u>, the incumbent:</p> <ul style="list-style-type: none"><li>■ Works with the Commission's Chief Information Officer to identify information technology needs of the Commission and ensure the proper processes and resources are in place to address those needs;</li><li>■ Ensures that major technology projects are completed within expected time and funding expectations; and</li><li>■ Monitors and sets direction for the Commission's website for accessibility and relevance.</li></ul>
5%	<p><b><u>MARGINAL FUNCTIONS</u></b></p> <p>Performs other related professional assignments consistent with the goals and objectives of the programs to which management is assigned, and with the mission of the Commission.</p>

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<b>MANAGER/SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i></b>		
MANAGER/SUPERVISOR'S NAME (Print)	MANAGER/SUPERVISOR'S SIGNATURE	DATE
<b>EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i></b>		
<b>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.</b>		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE