

**DUTY STATEMENT**

GS 907T (REV. 03/03)

**SHADED AREA FOR HUMAN RESOURCES ONLY****INSTRUCTIONS:** Refer to the Essential Functions Duty Statement Preparation and Construction Manual for Instructions

RPA-

EFFECTIVE DATE:

1. <b>DGS OFFICE OR CLIENT AGENCY</b> California Commission on Disability Access	POSITION NUMBER (Agency - Unit - Class - Serial)
2. <b>UNIT NAME AND CITY LOCATED</b>	3. <b>CLASS TITLE</b> Executive Director
4. <b>WORKING HOURS/SCHEDULE TO BE WORKED</b> a.m. to .p.m.	5. <b>SPECIFIC LOCATION ASSIGNED TO</b>
6. <b>PROPOSED INCUMBENT (If known)</b> N/A	7. <b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b> [TBA]

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.

**8. BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS**

The Executive Director serves at the pleasure of the Commission; carries out its policies; administers all mandates and goals established by the Legislature in Government Code Sections 8299.05 - 8299.08, inclusive; performs the required and essential functions of administering and managing an agency; and manages the Commission office and staff.

9. Percentage of time performing duties	10. 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. <i>(Use additional sheet if necessary)</i>
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**ESSENTIAL FUNCTIONS – The Executive Director:**

1. Serves at the pleasure of the Commission;
2. Carries out the Commission's policies;
3. Enables the Commission to comply with the mandates and goals established by the Legislature in California Government Code Sections 8299, *et. seq.*, with a view to **(a)** enabling persons with disabilities to exercise their full and equal rights and to be able to gain access to and use public facilities, public accommodations, and commercial facilities, and **(b)** facilitating business compliance with applicable federal, state, and local laws and regulations to provide optimum accessibility and avoid unnecessary litigation;
4. Is responsible to:
  - set goals and priorities affecting accessibility by disabled individuals in both the public and private sectors;
  - develop legislative proposals and provide positions relative to legislation before the Legislature;
  - cooperate with and secure the cooperation of any department, division, board, bureau, commission or other agency of the state;
  - provide recommendations for the improvement of state agencies assistance in devising criteria and programs to promote optimum accessibility for all persons with disabilities;
  - coordinate the compliance of appropriate state agencies with all state and federal laws and regulations pertaining to accessibility by persons with disabilities;

**11. 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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**12. 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 to balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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	<p><b>ESSENTIAL FUNCTIONS (continued)</b></p> <ul style="list-style-type: none"> <li>▪ coordinate and effect productive work by Commission committees and task forces regarding accessibility issues including but not limited to public education, civil enforcement, construction activities, and other activities to enhance accessibility;</li> <li>▪ recommend program changes to state agencies, local agencies, and the private sector where such changes would improve accessibility;</li> <li>▪ gather, analyze, and disseminate information;</li> <li>▪ sponsor/promote training to facilitate improving the knowledge and competence of the public and private sectors relative to accessibility and disabilities, both generally and to comply with all applicable laws and regulations; and</li> <li>▪ establish and maintain necessary working relationships with all boards, commissions, departments, agencies, and other public and private organizations.</li> </ul> <p>In order to accomplish the foregoing, the Executive Director:</p> <p><b>A.</b> Plans and holds Commission, committee and task force meetings, and public hearings on matters pertaining to disability and accessibility issues in California; gathers, analyzes, and disseminates information through various media means including but not limited to the Commission's Internet website.</p> <p><b>B.</b> Organizes and manages staff, including the selection, hiring, supervision, development, planning, and work assignments consistent with DPA and SPB rules and regulations, and performs the full range of management and supervisory duties for Commission staff:</p> <p><b>C.</b> Acts as liaison with the Governor's Office, the Legislature, various federal, state, and local governmental agencies, government agency secretaries, department directors, and the private sector regarding Commission meetings, programs, legislative proposals and positions, and other disability- and accessibility-related matters.</p> <p><b>D.</b> Works through the appropriate Commission committee process to manage programs, including but not limited to, those appropriate to comply with the mandates in California Government Code Sections 8299, <i>et. seq.</i>, including but not limited to, the development and on-time delivery of all mandated reports.</p> <p><b>E.</b> Develops and monitors the budget and financial management, including developing and negotiating with Department of Finance budget change proposals; manages and maintains internal accounting and administrative controls; and seeks, prepares, and negotiates grant proposals.</p> <p><b>F.</b> Responds to questions, concerns and complaints from the public related to Commission authority and activities, and the role of the Commission relative to optimizing accessibility for all persons with disabilities.</p>
25%	
20%	
20%	
20%	
10%	
5%	

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	<p><b>KNOWLEDGE, SKILLS AND ABILITIES</b></p> <p><i>Knowledge of:</i></p> <ul style="list-style-type: none"> <li>▪ Federal, state, and local laws pertaining to accessibility and disabilities.</li> <li>▪ Expectations and needs of a diverse set of stakeholders involved in disability- and accessibility-related issues.</li> <li>▪ Legal, administrative, and practical aspects of the construction process.</li> <li>▪ Organization and functions of the California State government, including the organization and practices of the Legislature and the Executive Branch.</li> <li>▪ Methods of administrative problem solving.</li> <li>▪ Practices and principles of policy formulation and development.</li> <li>▪ Personnel management and supervision techniques.</li> <li>▪ Promoting equal opportunity in hiring and in employee development and promotion.</li> <li>▪ Maintaining a work environment free of discrimination, harassment, and retaliation.</li> <li>▪ Fiscal practices, contracts, and tort liability.</li> <li>▪ Legal requirements related to commissions (open meeting laws; fppc rules; etc.)</li> </ul> <p><i>Skill at:</i></p> <ul style="list-style-type: none"> <li>▪ Management</li> <li>▪ Written and oral communication</li> <li>▪ Policy and technical analysis</li> <li>▪ Organizing and motivating groups</li> <li>▪ Program development and evaluation</li> <li>▪ Personnel management</li> </ul> <p><i>Ability to:</i></p> <ul style="list-style-type: none"> <li>▪ Understand and apply the spirit and intent of disability- and accessibility-related laws.</li> <li>▪ Plan, organize, and direct the work of multidisciplinary professional and administrative staff.</li> <li>▪ Analyze administrative policies, organization, procedures, and practices.</li> <li>▪ Integrate the activities of a diverse program to attain common goals.</li> <li>▪ Develop cooperative working relationships with representatives of all levels of government, the public, all stakeholders, and the legislative and Executive Branches.</li> <li>▪ Analyze complex problems and recommend effective courses of action.</li> <li>▪ Present statements of fact, law, and argument clearly and logically in written and oral form.</li> <li>▪ Prepare and review reports.</li> <li>▪ Multi-task</li> <li>▪ Build consensus and foster collaboration</li> <li>▪ Work independently</li> <li>▪ Develop strong professional relationships</li> <li>▪ Recruit and hire qualified staff</li> </ul> <p><b>DESIRABLE QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>▪ Background knowledge of, or experience with, disability- and accessibility-related issues.</li> <li>▪ Experience at the managerial level presenting issues before the Governor, Legislature, local government, State boards and commissions, various State agencies, and/or the public.</li> </ul>