

Department of Consumer Affairs

Position Duty Statement

HR-041 (new 7/2015)

Classification Title	Board/Bureau/Division
Staff Services Manager I (Specialist)	Contractors State License Board
Working Title	Office/Unit /Section/ Geographic Location
	Executive Division/Legislation/Sacramento
Position Number	Name and Effective Date
622-501-4800-xxx	

General Statement:

Under the direction of the Chief of Legislation, the Staff Services Manager I (Specialist) is responsible for performing the initial review and analyses of new and proposed legislation, and introduced legislation that impact the Contractors State License Board's operations. The SSM I is expected to work independently and tactfully while providing a broad range of high-level complex analytical and consultative duties as they relate to the CSLB legislative process. Typically duties include, but are not limited to:

SPECIFIC ACTIVITIES: [Essential (E) and Marginal (M) Functions]

30% (E) Independently analyze, prepare and draft the initial review of legislative proposals for comprehensive rewrite of construction provisions to address new issues raised by the Board. Organize legislative workshops with construction industry stakeholders to review and analyze proposed legislation changes. Independently conduct extensive research on proposed legislation. Formulate alternative legislative language and make expert recommendations to the Board and construction industry stakeholders regarding the impact or potential impact to the Board. Collaborate with the Board budget analyst, personnel manager, and division chiefs to identify the potential fiscal and workload impact of proposed legislation. Develop implementation plans for chaptered legislation that impact, or have potential to impact the Board.

30% (E) Prepare draft proposals to re-organize Contractors State License Law, making the law easier to follow for licensees and consumers. Analyze, maintain and review the CSLB law book. Make concise and complex recommendations to the board, the Department of Consumer Affairs (DCA), Legislature, and stakeholders on changes to be made with regard to construction law. Revise and simplify current home improvement contract elements, draft amendment to specific B&P Code Sections to clarify the law governing and ensuing the most important consumer information is disclosed properly, and resolve the current practical problems within the existing contracts requirements.

20% (E) Serve as the Board's regulations coordinator in preparing hearing and regulatory notices and files for the Office of Administrative Law and set up hearings in accordance with the Administrative Procedure Act (Act) and related regulations to prepare and submit regulatory packages and ensure that the proposed regulations meet all the requirements of the Act, including the six standards set forth in the Act: authority, reference, consistency, clarity, non-duplication, and legal necessity.

**Position Duty Statement
Staff Services Manager I, Specialist
Executive Division**

- 10% (E)** Ensure policy issues are properly developed and implemented in order to assist the Board in meeting its mission and strategic goals. Assist the Chief in the development and implementation of the business strategic plan for the Board which outlines the goals the Board seeks to accomplish in the future. Independently identify the need for legislative changes; determine alternatives, develop recommendations, and identify strategies for potential policy changes.
- 5% (E)** Assist the Chief with Board-wide controlled correspondence and licensee inquiries regarding the impact to license application process, existing license activity and license enforcement issues. Complete projects and assignments at the direction of the Chief of Legislation.
- 5% (M)** Attend meetings and testify at Hearings on the Chief's behalf during his or her absence.

B. SUPERVISION RECEIVED

The SSM I is supervised by the Chief of Legislation (CEA A) but may receive assignments from the Registrar and Chief Deputy Registrar.

C. SUPERVISION EXERCISED

None.

D. ADMINISTRATIVE RESPONSIBILITY

None.

E. PERSONAL CONTACTS

The SSM I has frequent contact with Board members and CSLB management from all divisions to assess legislation needs; occasional to frequent contact, which may be of a sensitive nature, with a variety of other State agencies to identify and develop solutions to problems that affect legislative operations on a statewide basis; daily contact with division management, Registrar, Chief Deputy Registrar and Chief of Legislation for assignments and direction. Contact with law makers, lobbyists, interest groups, and consumers as needed.

F. ACTIONS AND CONSEQUENCES

The SSM I position is critical to the Legislation Office's effectiveness. Consequences of error have significant impact to the image of the CSLB and to the welfare of consumers and contractors.

**Position Duty Statement
Staff Services Manager I, Specialist
Executive Division**

G. FUNCTIONAL REQUIREMENTS

The incumbent works 40 hours per week in an office setting, with artificial light and temperature control. Daily access to and use of a personal computer and telephone is essential. Sitting and standing requirements are consistent with office work. Travel is required to attend hearings and meetings.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

Employee Signature

Date

Printed Name

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Printed Name

Approved by RH: 12/8/15