

DUTY STATEMENT

GS 907T (REV. 1/98)

SHADED AREA FOR HUMAN RESOURCES ONLY

INSTRUCTIONS: Refer to the Payroll and Personnel Procedures Manual (PPPM) for Duty Statement Instructions.

RPA-

0XX-BSC

EFFECTIVE DATE:

1. DGS OFFICE OR CLIENT AGENCY California Building Standards Commission	POSITION NUMBER (Agency - Unit - Class - Serial) 306-200-0227-001	
2. UNIT NAME AND CITY LOCATED Building Standards Commission - Sacramento	3. CLASS TITLE Executive Director	
4. PROPOSED INCUMBENT (If known)	5. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)	
6. BRIEFLY (1 or 2 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 building code adoption, approval, codification and publication and related processes under the California Building Standards Law; performs the required and essential functions of administering and managing an agency; and manages the Commission office and staff.		
7. Percentage of time performing duties	8. 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>	
	<p>Makes public the processes of the Commission and implements the policies of the Commission in carrying out the purpose and intent of the California Building Standards Law.</p> <ul style="list-style-type: none"> Administers the state's building standards and codes adoption processes and ensures agency compliance with the California Building Standards Law and the Administrative Procedure Act (APA) (Government Code Sec. 11340 et seq.) when proposing or adopting building standards or adopting administrative regulations implementing or enforcing building standards. Reviews and approves, or disapproves, agencies' public notices of hearings for proposed building standards and administrative regulations, to ensure compliance with the APA. Recommends the approval or rejection of adopted and proposed building code change proposals received from state agencies based on compliance with the criteria set forth in the California Building Standards Law, the APA and the requirements of Title 24, California Code of Regulations. Develops procedural regulations necessary to implement the intent and processes of California Building Standards Law As necessary convenes, and serves as Chairperson of the Coordinating Council, which is comprised of the major state agencies that propose or adopt building standards regulations. Responsible for assuring the Council considers and reconciles differences and resolves conflicts among state agencies. Manages several Commission-appointed advisory committees, including the Code Advisory Committees. Coordinates staff support for the Coordinating Council, Code Advisory Committees, and the Commission's standing and <i>ad hoc</i> committees. Provides technical and administrative direction to these groups and state agencies in the development of building standards and related administrative regulations. Serves as the primary Commission resource for the expeditious response to, or resolution of, complex or sensitive California Building Standards Law issues. 	
9. SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE		
SUPERVISOR'S NAME (Print) Brent J. Jamison	SUPERVISOR'S SIGNATURE	DATE
10. EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT		

DUTY STATEMENT

GS 907T (REV. 1/98)

7. Percentage of time performing duties	8. 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>
	<p>Performs the full range of required and essential functions of administering and managing an agency:</p> <ul style="list-style-type: none"> • Acts as the primary representative of the Commission to all levels of State, Federal and local government, and the private sector. • Represents the Commission to the Legislature and be called upon to testify before Legislative committees. • Negotiates and executes necessary contracts and interagency agreements consistent with the State's contracting and procurement laws and policies related to the procurement of both information technology and non-information technology goods and services, including but not limited to the contracts for the publication of the state's building standards codes. • Oversees the triennial and intervening code development rulemaking processes ensuring statutory and regulatory requirements and procedures are observed and publication dates are met. • Recommends to the Commission policies and procedures under which the office of the Commission will operate. • Interprets and implements the policies of the Commission. • Appoints and supervises, in accordance with civil service and other provisions of law, Commission staff as may be necessary to carry out the purposes and intent of the California Building Standards Law (Health & Safety Code §18925). • Oversees and coordinates the day-to-day activities work of the Commission. • Develops staff training and performance enhancement, as necessary. • Conducts overviews for the Commission Chairperson and appointed Commissioners relative to rulemakings, sensitive issues and/or other matters as determined to be necessary or as directed by the Commission Chairperson. • Manages the Commission's appeal and petition processes. • Oversees the Commission's recruitment and selection processes for appointments to the Commission's Code Advisory Committees. • Monitors, develops, and reviews proposed legislation. • Oversees the receipt and processing of local ordinances amending California Building Codes. • Oversees the review and responses to Public Records Act requests in accordance with the provisions of California Government Code. • Establishes and manages the Commission's budget. • Oversees all tasks related to the Commission's information technology systems activities. • Manages the Commission's human resource activities to ensure compliance with the state's civil service laws and rules relating to the state's hiring practice • Performs other duties as required by the Executive Branch, the Commission and State statutes.