

**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-

**11035 - OBAS**

EFFECTIVE DATE:

1. <b>DGS OFFICE OR CLIENT AGENCY</b> Office of Business and Acquisitions (OBAS)	POSITION NUMBER (Agency - Unit - Class - Serial)
2. <b>UNIT NAME AND CITY LOCATED</b> Purchasing Services Section/West Sacramento	3. <b>CLASS TITLE</b> Staff Services Manager I
4. <b>WORKING HOURS/SCHEDULE TO BE WORKED</b> 8a.m. to 5.p.m. (Limited Term)	5. <b>SPECIFIC LOCATION ASSIGNED TO</b> 707 Third Street, 2 <sup>nd</sup> Floor
6. <b>PROPOSED INCUMBENT (If known)</b>	7. <b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b> 306-032-4800-003

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**

Under the general direction of the Staff Services Manager II, the incumbent provides day-to-day oversight and direction to commodity buyers in the Administrative Division's Office of Business and Acquisition Services' Purchasing Services Section. The incumbent also promotes excellent customer service and directs the implementation of increasingly efficient processes.

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. *(Use additional sheet if necessary)*

The Department of General Services (DGS) Core Values and Expectations of Supervisors and Managers are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS managers and supervisors are to adhere to the Core Values and Expectations of Supervisors and Managers, and to exhibit and promote behavior consistent with those values and expectations.

**ESSENTIAL FUNCTIONS**

All work is to be accomplished in accordance with the guidelines of the DGS, Administration Division (AD), Office of Business and Acquisition Services' (OBAS), Purchasing Services Section (PSS) utilizing Strategic Plans, DGS, OBAS and PSS Policy Manuals and Memorandums; divisional policies as applicable for acquisitions related to specific programs; the Real Estate Services Division's (RESD) General Conditions for the Course of Construction (RGC), the State's General Terms and Conditions (GTC), and published directives within the Government Code (GC), Public Contract Code (PCC), California Code of Regulations (CCR), State Administrative Manual (SAM), State Contracting Manual (SCM), Purchasing Authority Manual (PAM), Civil Code (CC), Labor Code (LC), Business and Professions Code (BPC), Administrative Orders and Executive Orders.

**This position is designated under the Conflict of Interest Code. The position is responsible for making, or participating in the marketing of, governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete a Form 700 within 30 days of appointment and annually thereafter. Failure to comply with the Conflict of Interest Code requirements may void the appointment.**

**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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**ESSENTIAL FUNCTIONS**

35%

Under the general direction of the Staff Services Manager II, the SSMI oversees and assists in OBAS purchasing and/or contracts policy development and implementation of departmental procurement functions. The SSMI provides direct supervision, training and performance evaluations for office staff that consists of Office Technicians, Staff Services Analysts and/or Associate Governmental Program Analysts.

In order to meet department's contracting goals and objectives, and oversee the daily operations of an acquisitions unit, the incumbent:

- Coordinates, directs, and delegates contracting assignments to ensure the efficient use of resources and to provide timely services by utilizing effective management/supervisory skills/tools
- Assists in developing, implementing and communicating unit goals, objectives and expectations specific to the department's contracting process
- Assigns contract workload to staff and provides comprehensive expectations on the assigned acquisition request
- Coordinates with the Office Section Manager to develop and implement new procedures and policies as it relates to the department's acquisitions
- Provides on-the-job training, methods, priorities, deadlines and approves formal training necessary to perform tasks effectively
- Performs a thorough review of the completed acquisition package prior to solicitation and execution to ensure it is accurate, complete, and in conformance to applicable laws and regulations
- Ensures that acquisition policies and procedures specific to contracting are documented and routinely updated
- Participates and provides input at management team meetings and relays information and directives to staff both verbally and in writing
- Ensures staff compliance with records retention requirements pursuant to records retention schedules
- Knows and effectively applies supervisory principles and requirements, obtaining guidance from management as needed to make critical decisions

**PROGRAM SUPPORT**

30%

In order to support the Department's administrative contract functions by being the contracting authority for DGS Offices and divisions and promotes effective communications both verbally and written with those contacted while conducting business, the incumbent:

- Attends and participates in meetings and briefings with other OBAS staff, program, and legal staff to establish and maintain cooperative working relationships and to ensure that acquisitions needs are processes timely
- Confers with OBAS management and program staff on procurement processes and procedures
- Interacts with OBAS management, the DGS Office of Legal Services, DGS Offices and Divisions; Human Resources, Fiscal staff; as well as members of the business community; and treats customers with tact and respect
- Represents the Unit when meeting with program and legal staff to troubleshoot issues that become a barrier to procurement processing and completion
- Attends procurement forums, meetings and training seminars to keep abreast of current State contracting laws and regulations, policies and procedures
- Participates in and coordinates materials for procurement forums, meetings and training seminars for customers

**CUSTOMER SERVICE COMMUNICATION**

20%

In order to ensure customers are satisfied with customer service provided by the procurement staff, the SSMI actively participates and takes responsibility for the following:

- Communicate directly with Program staff regarding the initial purchasing request to address issues and challenges working to a goal of satisfactory solution
- Coach and mentor procurement staff on customer service best practices, lessons learned and actively cultivating a customer service oriented atmosphere within the office
- Address certified Small Business and Disabled Veteran Business Enterprise (SB/DVBE) complaints by getting detailed information from the Program or procurement staff and contacting the DGS SB/DVBE Advocate and/or escalating to the SSMII

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10%	<p><b>ESSENTIAL FUNCTIONS (continued)</b></p> <p><b>STAFFING RESPONSIBILITIES</b>            In order to effectively supervise, direct and develop staff in accordance with the California Department of Human Resources (CalHR) and State Personnel Board (SPB) laws and rules, Bargaining Unit Agreements guidelines, DGS policies and guidelines and the Department's Equal Employment Opportunity goals, the incumbent:</p> <ul style="list-style-type: none"> <li>• Advises employees regarding various personnel programs and policies/procedures regarding various subjects, including but not limited to, Employee Assistance Program, Family Medical Leave Act, and policies regarding sexual harassment, workplace violence, and discrimination</li> <li>• Approves/disapproves Merit Salary Adjustments and alternate ranges changes</li> <li>• Identifies performance expectations, prepares probation reports and Individual Development Plans (IDP) and conveys expectations to employees via written and verbal communication/direction</li> <li>• Provides training opportunities for staff in all skills necessary to perform assigned tasks effectively and efficiently. Provides for staff development, coaching and mentoring</li> <li>• Encourages staff participation in departmental training for upward mobility and career development purposes</li> <li>• Administers the Constructive Intervention Process by following established guidelines and coordinating with the Performance Enhancement Section</li> <li>• Participates in the recruitment and hiring process for section vacancies following the department's hiring process per the POM procedures including but not limited to: develop screening and selection criteria, review and screen applications, conduct interviews, make a selection, verify eligibility and reference check, secure departmental approvals, make job offer and secure appropriate medical clearances/pre-hiring requirements (documents), and determine proposed start date</li> <li>• Provides input to create and/or revise duty statements by working with the PL to ensure duties are accurately depicted</li> <li>• Provides an injured employee with the Employee's Claim For Worker's Compensation Benefits (SCIF 3301) and completes the SCIF Occupational Injury Report (SCIF 3067)</li> <li>• Grants/denies requests for time off or requests to work overtime by evaluating staffing levels and workload needs and verifying employees have sufficient leave credits available</li> <li>• Maintains accurate employee leave accounting utilizing the PAL system by the designated SCO semi-monthly or monthly payroll cutoff dates, and reviews employee timesheets in accordance with department policy for approval at the completion of the pay period, verifying accuracy of entries and aliases charged</li> </ul>
5%	<p><b>MARGINAL FUNCTIONS</b></p> <ul style="list-style-type: none"> <li>• Compiles and in a timely manner submits departmental annual procurement reports</li> <li>• Assists in the registration to the eProcurement system</li> <li>• Assists in the preparation, implementation and administration of the organizational strategic plans and business plans by using strategic planning methodologies, evaluating and identifying operational needs, developing goals and objectives to meet them and ensure the plans are in alignment with the Departmental Strategic Plan</li> <li>• Acts for the SSMII in his/her absence or provides assistance to the SSMII as required by attending meetings, making decisions, signing documents, and reporting urgent matters to management and briefing the SSMII upon his/her return to the office</li> <li>• Coordinates and oversees the request for Public Records in compliance with applicable laws and policies</li> </ul>

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	<p><b>KNOWLEDGE AND ABILITIES</b></p> <p>Knowledge of: Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; the administration and department's goals and policies; governmental functions and organization at the State and local level; department's Equal Employment Opportunity objectives; and a manager's role in the Equal Employment Opportunity program and the processes available to meet Equal Employment Opportunity objectives.</p> <p>Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex Staff Services program; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively contribute to the department's Equal Employment Opportunity objectives.</p> <p><b>DESIRABLE QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Journey level knowledge of applicable procurement laws and regulations</li> <li>• Ability to exercise good judgment to fulfill the comprehensive responsibilities of the contracting program</li> <li>• Ability to work with a wide range of classifications and skill levels</li> <li>• Strong analytical skills as demonstrated by performing and/or managing complex fiscal and contractual workload</li> <li>• Strong verbal and written skills</li> <li>• Work well independently and in a team environment</li> <li>• Ability to speak and write effectively and perform with a high degree of independence</li> <li>• Ability to establish and maintain cooperative working relationships with managers and staff at all levels</li> <li>• Knowledge of administration, supervisory practices including personnel and equal employment opportunities</li> <li>• Effective skills in using Microsoft Office products, specifically, Word, Excel, Access, PowerPoint, and Project</li> <li>• Effective skills in using Oracle Activity Based Management System (ABMS)</li> </ul> <p><b>ADDITIONAL DESIRABLE QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Knowledge of the supervisor's role in public relations</li> <li>• Knowledge in the principals and practices of sound management of fiscal resources</li> <li>• Knowledgeable in the goals and policies of the state administration and the DGS</li> <li>• Ability to plan, supervise, direct and coordinate the work of a multidisciplinary staff</li> <li>• Ability to develop and utilize all available resources</li> <li>• Willingness and ability to promote and be accountable for customer satisfaction and quality service</li> <li>• Ability to initiate or recommend changes that promote innovative solutions to meet customer needs</li> <li>• Knowledge of use of management information systems</li> </ul> <p><b>INTERPERSONAL SKILLS</b></p> <ul style="list-style-type: none"> <li>• Communicate in a clear and concise manner</li> <li>• Communicate confidently and courteously to a diverse community</li> <li>• Receive, follow and relay written and verbal direction in accordance with administration and department's policy</li> </ul>

# DUTY STATEMENT

GS 907T (REV. 1/98)

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	<p><b>WORK ENVIRONMENT:</b></p> <ul style="list-style-type: none"><li>• Appropriate attire for professional office environment</li><li>• Work in a climate-controlled open office with artificial and natural light. The building temperature will fluctuate due to periodic problems with the heating and air conditioning.</li><li>• Daily use of PC and related software applications at a workstation in a cubicle environment</li></ul> <p><b>PHYSICAL ABILITIES:</b></p> <ul style="list-style-type: none"><li>• Travel statewide as needed</li><li>• Ability to lift up to 25 pounds</li><li>• Ability to sit for long periods of time using a keyboard, video display terminal and related software applications</li></ul> <p><b>MENTAL ABILITIES:</b></p> <ul style="list-style-type: none"><li>• Function effectively in an automated and ever changing environment</li><li>• Ability to organize and prioritize large volumes of varied documents</li><li>• Multitask, meet deadlines and adjust to changing priorities</li></ul>