

DUTY STATEMENT

GS 907T (REV. 03/05)

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY**INSTRUCTIONS:** Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.

RPA-

11333-PROC

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Procurement Division	POSITION NUMBER (Agency - Unit - Class - Serial) - - -
UNIT NAME AND CITY LOCATED Procurement Operations – West Sacramento	CLASS TITLE Staff Services Manager II (Supervisory)
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	SPECIFIC LOCATION ASSIGNED TO 707 3 rd Street, West Sacramento, CA 95605
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 306-507-4801-925

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.

BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general direction of the Deputy Director, the incumbent is responsible for the management of the Procurement Division's (PD) Procurement Operations Section. This includes supervision of the SSM I in charge of the PD Policy & Research group and the PD Office of HR, and direct oversight of staff working in the PD Fiscal & Budgets and Resource Management functions.

% 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. <i>(Use additional sheet if necessary)</i>
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This position is designated under the Conflict of Interest Code. The position is responsible for making, or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

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.

All work to be accomplished in accordance with guidelines of the Department of General Services (DGS) Budget Office and Fiscal Services (OFS), Procurement Division (PD) strategic plans, the State Administrative Manual (SAM), laws, rules, regulations, and/or guidelines of the Department of Personnel Administration (DPA) and State Personnel Board (SPB), Federal and State laws (i.e., Americans with Disabilities Act, Family Medical Leave Act, etc.) Bargaining Unit Agreements, the Public Employees Retirement System, CalOSHA, Department of Finance (DOF), State Controller's Office (SCO), Legislative Analyst's Office, Governor's Office and the Legislature and utilizing a personal computer, related software applications, and various office and communication equipment.

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**SUPERVISOR'S NAME (Print)**

Jim Butler

SUPERVISOR'S SIGNATURE**DATE****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 balance the workload.

EMPLOYEE'S NAME (Print)**EMPLOYEE'S SIGNATURE****DATE**

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35%	<p>ESSENTIAL FUNCTIONS</p> <p>POLICY & RESEARCH and HUMAN RESOURCES</p> <p>In order to oversee Policy and Research for the Division, the incumbent will:</p> <ul style="list-style-type: none"> • Ensure staff provides timely and targeted research projects that identify barriers to effective government and suggest policy solutions that will substantively improve the way the PD operates. • Supervise the SSM I to ensure they act as liaison between the Department's Office of Strategic Planning and Policy Research (OSPPR) and take responsibility for planning, organizing and directing PD scorecards, performance metrics, and operational policies. • Direct SSMI while collaborating with Deputy Director to propose and gain approval for research that meets the strategic goals of the Procurement Division. • Review output of the Research Program Specialist I • Review policy proposals developed by SSM I related to research outcomes when designing, proposing, and gaining approval for new or changed PD operational policies. • Provide direction and input to SSM I when planning, directing, and organizing PD performance measurement scorecards. • Counsel with PD Executive Leadership on vision for and changes to scorecard program including public transparency to performance and tracking of requests for service. <p>In order to manage and oversee Human Resources (HR) for the Division, the incumbent will:</p> <ul style="list-style-type: none"> • Oversee all HR processes including but not limited to Requests for Personnel Action (RPA) system; benefits; time and attendance; Safety, Return to Work, Reasonable Accommodation, Americans with Disability Act, Adverse Actions; Equal Opportunity Employment Reviews the work of subordinates to ensure accuracy and timeliness and provides training where improvement is needed • Review the work of subordinates to ensure accuracy and timeliness and provides training where improvement is needed • Research the most complex personnel issues and provides appropriate recommendations to management and staff • Develop the yearly Examination Plan by evaluating the examination needs for the division utilizing input from the PD executive managers and other managers to ensure that examinations are in line with future hiring needs • Direct staff to develop management reports and special projects in response to budget, vacancy or layoff drills; responds to requests for staffing reports and other management requests using ABMS, State Controller's Office (SCO) listings, Schedule 8 reports, and other resource material as needed • Make recommendations to staff in assisting managers and supervisors in resolving conflicts/personnel issues, responding to merit issue complaints from employees, following the steps of constructive intervention and implementing adverse actions by discussing, researching issues as needed, and providing clear direction, consulting with Training and Performance Enhancement Services and/or OHR • Coordinate a variety of programs/benefits (i.e., Family Medical Leave Act, Return-To-Work, Industrial/Non-Industrial Disability, Catastrophic Leave, Leave of Absences, etc.) by researching and discussing alternatives with managers, supervisors, staff and appropriate departmental staff • Make recommendations to managers and/or employees on complex and sensitive personnel issues including classification and pay or complex benefit and leave issues, by researching bargaining and contract provisions, laws, rules, policies and procedures and by meeting with DGS, OHR and Labor Relations to determine legal interpretation and application
25%	<p>FISCAL AND BUDGETS</p> <p>In order to meet PD's fiscal/budgetary needs and to provide timely and accurate income and expenditure data and reports to the PD Executive Staff, acts as liaison between the Department's Office of Fiscal Services (OFS) and is responsible for planning, organizing and directing the PD fiscal/budgetary program and staff in accordance with the DGS Budget Office policies, the California Strategic Sourcing Initiative (CSSI) and DOF guidelines, the incumbent will:</p> <ul style="list-style-type: none"> • Manage all fiscal aspects of the CSSI by developing, planning and implementing policies and procedures that affect State agencies.

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25%	<p>ESSENTIAL FUNCTIONS, continued</p> <ul style="list-style-type: none"> • Oversee the calculations and billing of statewide agencies for savings obtained in the use of CSSI contracts. • Oversee billing for the use of all PD services. • Supervise staff in the determination of authorization of expenditure authority for the Division. • Provides accurate and on-going management of unit expenditures and year-end projections to the OFS regarding PD's planned expenditures and projected income by reviewing the Division's income and expense summary, monthly budget reports, salary and wage projections, encumbrance and expenditure history reports, and preparing a report for the Assistant Deputy Director. The summary is included in the Division's quarterly and annual financial reports. • Develop income and expense reports in preparation of budget and expenditure projections based on historical costs and current expenditure patterns. • Advise the Deputy Director on the financial impact of reorganization proposals by identifying the loss of billable positions and impact to workload and cost recovery. • Perform fiscal analysis that may have a statewide impact due to issues of sensitivity and complexity using data gathered from a variety of sources (budget reports, departmental financial reports, DPA and DOF directives) and presenting this analysis both verbally and in writing to the Deputy Director. • Serve as back-up to the Deputy Director which includes attending Executive Office meetings and legislative meeting to represent the PD Branch. <p>RESOURCE MANAGEMENT</p> <p>In order to meet PD's contracts and facilities requirements by providing direct supervision of the contracts and resource management staff, the incumbent will:</p> <ul style="list-style-type: none"> • Collaborate with Deputy Director to propose and gain approval for research that meets the strategic goals of the Procurement Division. • Work with the Research Program Specialist I to scope out specific research projects. • Oversee Research Program Specialist I work by making assignments, establishing priorities, reviewing work, and approving final deliverables prior to submission to Deputy Director. • Oversee Division contracts and acquisitions by ensuring contract needs are identified, executed and maintained appropriately in accordance to applicable rules, laws and policies. • Provide direction on contract issues and ensures contracts are executed timely and within budget. • Direct staff in planning facility and space needs and ensure space allocation is in accordance with the State Administrative Manual and other code requirements. • Oversee staff in the facilitation of space management within the division, which includes transfers of telephones, and actual personnel and equipment/furniture moves within the division. • Prepare periodic reports for PD Management on cell phone numbers and usage. • Manage out of state travel and in-state travel for the division to ensure that all travel is in accordance with DGS policy and regulations.
10%	<p><u>Administrative and Supervisory Functions – Procurement Division</u></p> <p>In order to meet program goals and objectives, administer, direct, guide, and review the work of subordinate staff in accordance with DGS policies, procedures and processes for state procurement, the incumbent will:</p> <ul style="list-style-type: none"> • Communicate program goals and objectives by identifying performance expectations utilizing the Essential Functions Duty Statement, probationary reports and/or Individual Development Plans (IDP). • Establish performance expectations and requirements. • Assign workload and provide complete direction on assignments and tasks using established laws, regulations, policies and procedures. • Provide on-the-job training on job requirements, methods, priorities and deadlines using laws, regulations, policies and procedures • Assess the quality and workload performed by subordinate staff and record to evaluate progress towards successful completion of probationary period. • Review Essential Functions Duty Statements and organizational charts provided by the PD Personnel Liaison (PL) and revise as necessary. • Conduct hiring interviews after verifying eligibility with the Office of Human Resources' (OHR) staff via the PD PL. • Grant or deny subordinate staff requests for time off or requests to work overtime.

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5%	<ul style="list-style-type: none"> • Approve or disapprove PAL entries for subordinate staff within three (3) working days after the completion of the pay period. <p>REPORTING FUNCTIONS</p> <p>In order to carry out accounting activities, in accordance with departmental guidelines utilizing a personal computer, the incumbent will:</p> <ul style="list-style-type: none"> • Analyze the need for new cost and revenue center codes for tracking expenses and income for the programs to assure PD is meeting its budgeted revenue by reviewing current budget reports. • Develop new work breakdown structures to provide a more efficient coding structure (i.e. tasks, expenditure categories, expenditure types), using financial accounting system. • Develop new reports for internal use of billing data using fiscal information obtained from various financial accounting reports. <p>MARGINAL FUNCTIONS</p> <p>In order to ensure an effective contingency plan, makes recommendations on the utilization of personnel and equipment and determines action to be taken regarding disposition of personnel and equipment in periods of emergency or stress.</p> <p>KNOWLEDGE, SKILLS AND ABILITIES</p> <p>Knowledge of:</p> <p>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 Program (EEO) objectives; and a manager's role in the EEO Program and the processes available to meet EEO 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 EEO Program objectives.</p> <p>DESIREABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> • Knowledge of Public Contract Code, Government Code, State Administrative Manual, State Information Management Manual, and Uniform Commercial Code • Familiarity with state hiring practices • Knowledgeable of the state budgetary process at department level. Ability to either write or have input on Feasibility Study Reports (FSR) and Budget Change Proposals (BCP), and all other reporting needs for state administrative or legislative processes. • Knowledge of the tools and techniques associated with strategic sourcing • Proficiency with a personal computer and appropriate software programs and the Internet. • Familiarity with IT and Telecom trends • Ability to write comprehensively, communicate with all levels of management, peers, attorneys, and external customers • Familiarity and sensitivity to the priorities, missions and goals of the Administration, Department and the Division. • Evaluate and develop alternatives to resolve complex fiscal/financial problems with the highest level of interpersonal and negotiating skills. • Motivate and influence others toward effective individual or team work performance. • Organize and structure work for effective performance and goal attainment and the ability to set and balance priorities.

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	<p><u>SPECIAL PERSONAL CHARACTERISTICS</u></p> <ul style="list-style-type: none"> • Dependable; responsible; positive attitude • Ability to lead and participate in teams • Ability to provide objective overview of situations • Willingness to accept challenges, handle multiple projects simultaneously • Ability to effectively handle stress and deadlines • Demonstrate an ability to act independently, open-mindedness, flexibility, and tact. • Use diplomacy and be resourceful. <p><u>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</u></p> <ul style="list-style-type: none"> • Professional office environment, appropriate business attire required. • Daily use of phone, fax, copiers, and general office and communication equipment. • Occasional use of cell phone, pagers, and laptop computer. • Frequent use of a personal computer, related software applications and the Internet at a workstation. • Sitting in a seated position for extended periods of time. • Occasional off-site meetings within Sacramento and occasional out-of-town meetings within California that may require the use of various transportation modes, i.e. airplane, taxi, car, etc. • Use of hand cart to transport documents and/or equipment up to 15-20 lbs., i.e. laptop computer, files, reference manuals, solicitation documents, etc. • Conduct formal presentations with good communication skills.

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