

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Facility Planning, Construction and Management		POSITION NUMBER 065-321-4801-005		MCR / HCR 2
DIVISION / UNIT Capital Planning and Project Services Branch Contract and Procurement Section Contract Support Unit		CLASSIFICATION TITLE Staff Services Manager II		
		WORKING TITLE Staff Services Manager II		
		TIME BASE / TENURE FT/P	CBID S01	WWG E
LOCATION Sacramento County		INCUMBENT		EFFECTIVE DATE
CDCR'S MISSION and VISION				
<p>Mission We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.</p> <p>Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p>				
COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION				
The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.				
DIVISION OVERVIEW				
The Facility Planning, Construction and Management Division delivers services and provides oversight over all real estate functions required by the California Department of Corrections and Rehabilitation, including capital improvement planning and construction, architectural and engineering services, environmental reviews and regulatory compliance, property management and lease administration, and facility management oversight for repairs and maintenance at the Department's youth and correctional facilities.				
GENERAL STATEMENT				
Under the general direction of the Chief of the Contracts and Procurement Section, the Staff Services Manager II serves as the manager of the Contract Support Unit and is responsible for the supervision of the preparation and administration of all contracts that support the California Department of Corrections and Rehabilitation's Facility Planning, Construction, and Management Division (FPCM). In doing so, the incumbent will provide direct supervision of Staff Services Manager I's, develop and implement policies and procedures, oversee personnel matters, provide guidance and resolution of contract issues, and communicate vital contract information to various stakeholders.				
% of time performing duties	DUTIES AND RESPONSIBILITIES			
35%	Through the supervision of subordinate managers, supervise all contracting functions that support FPCM. Plan, organize, prioritize, and direct the long-term goals, objectives, and performance standards of the Contract Support Unit. Communicate with staff the strategic direction of the Unit. Allocate contract workload between work groups. Monitor contracts, conducts periodic internal staff meetings to monitor contract workload, and address staff concerns/issues. Meet periodically with the Office of Business Services (OBS) management staff to discuss contract processing status and address contract concerns. Assist with the development of documents for the more complex contracts. Review and approve contracts. Monitor and evaluate operational effectiveness. Ensure accurate and timely processing of contracts and their payments. As necessary, coordinate with FPCM's Finance and Budgeting Unit on contract funding and bill payments. Participate in meetings with staff, upper management, executive staff, external stakeholders, and vendors to represent the Contract Support Unit. Act as the point of escalation for contract issues unable to be addressed adequately by subordinate managers.			

30%	Provide contract support to FPCM's programs by guiding subordinate managers, and, when necessary, be directly involved in addressing inquiries related to FPCM's contracts. Assist FPCM's program staff with complex contract issues and complex invoice payment issues. Monitor and provide direction to program staff on contract requirements pertaining to prevailing wages, insurance, bonds, conflicts of interest, prompt payment, Small Business Enterprise (SB) and Disabled Veteran Business Enterprise (DVBE) participation, travel and per diem, etc. Advise and provide alternative solutions to program managers. Develop and maintain cooperative, collaborative relationships with all levels of FPCM staff.
10%	Formulate, implement, and maintain contract policy, procedures, and guidelines related to FPCM's contracts. Assist in evaluating the effectiveness of existing contract policies and procedures. Assist staff in the interpretation and application of contract policies and regulations. Ensure that all processes and procedures are kept current and in-line with requirements set forth by policies and regulations. Oversee staff in analyzing new laws, proposed revisions to policies and procedures, and regulations relating to contracts. Ensure that program staff are informed and comprehend new contract requirements. Ensure compliance and consistent application of all contract laws, rules, regulations, policies, and procedures. Assist in responding to contract audits. Ensure compliance with findings of internal and external auditors. Direct periodic FPCM internal audits to ensure compliance with contract functions delegated to FPCM by OBS. Ensure compliance with SB and DVBE goals/requirements and other contracting mandates. Provide recommendations to the Section Chief on the formulation and administration of policy and long-range planning.
10%	Conduct and oversee, as appropriate, personnel matters for the Contract Support Unit. Provide guidance and direction to subordinate managers regarding personnel matters. Plan, organize, direct, and evaluate the work and performance of staff and oversee the development of subordinate management knowledge, skills, and abilities. This includes but is not limited to the following: Comply with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, and ensure equal employment opportunity including, but not limited to: recruitment, hiring, training, developing, and providing leadership to a diverse staff. Monitor, evaluate, and create written performance appraisals of staff. Counsel staff and initiate disciplinary actions as necessary. Identify appropriate long-range plans and goals and assist in developing and recommending implementation of innovative and effective training programs associated with workforce development and succession planning. Supervise, direct, and train Capital Planning and Project Services Branch clerical staff..
10%	Develop and coordinate the development of contract-related workload tracking systems and reports for Departmental management, control agencies, and private entities on a periodical and as-needed basis. Assist management in resolution of sensitive planning and budgeting issues. Confer with Departmental staff at all levels to develop approaches and resolutions to issues. Provide the Chief of the Contracts and Procurement Section with regular updates on all contract issues.
5%	Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time, and submit timesheets by the due date. Act as the Chief of Contracts and Procurement Section in the absence of the Section Chief.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison inmates, visitors, nonemployees and employees shall be made aware of this.

CONSEQUENCE OF ERROR

- Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and time line goals, and varying degrees of negative financial impacts to the department.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

POSITION NUMBER
065-321-4801-005

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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SUPERVISOR'S STATEMENT:

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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