DUTY STATEMENT

Employee Name: 
Position Number: 580-345-4800-008
Classification: Staff Services Manager I (Supervisory) 
Tenure/Time Base: Permanent / Full-Time
Working Title: Chief, Procurements Management Unit C 
Work Location: 1616 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: S01 
Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Healthy Communities 
Branch/Section/Unit: Tobacco Control Branch/Contracts and Business Operations Section/Procurements Management Unit C

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department’s mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the California Department of Human Resource’s Job Descriptions webpage.

Job Summary

This position supports the California Department of Public Health’s (CDPH) mission and strategic plan by working toward achieving a tobacco-free California and to reduce tobacco-related illness and premature deaths by implementing programs to reduce tobacco use and exposure to secondhand smoke.

The incumbent works under the direction of the Staff Services Manager (SSM ) II, Chief, Contracts and Business Operations Section, the Staff Services Manager (SSM) I serves as the Chief of the Procurements Management Unit (PMU) C in the Tobacco Control Branch (TCB). The Unit is
responsible for more than 50-100 grants, contracts, interagency agreements, and several solicitations annually. The incumbent leads and directs the planning, development, and implementation of internal and external business processes and support systems within TCB and the Center for Healthy Communities to ensure compliance with state financial, contractual, and program reporting requirements. The SSM I provides oversight and monitoring of TCB funding to ensure funds are expended timely and in accordance with approved budgets and applicable restrictions.

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<th>Special Requirements</th>
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<tr>
<td>☒ Conflict of Interest (COI)</td>
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<td>☐ Background Check and/or Fingerprinting Clearance</td>
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<td>☐ Medical Clearance</td>
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<td>☒ Travel: 10% Travel in-state and out-of-state with occasional overnight stays</td>
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<td>☐ Bilingual: Pass a State written and/or verbal proficiency exam in</td>
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<td>☐ License/Certification:</td>
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<td>☐ Other:</td>
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**Essential Functions (including percentage of time)**

35% Directly supervises on a daily basis a team of professional Procurement Analyst (PA) staff. Trains and guides PAs (Associate Governmental Program Analysts) on contract approvals, revisions, and management in the Online Tobacco Information System (OTIS). Assigns and prioritizes all workload for the unit staff. Reviews and ensures that work completed by subordinates is thorough, timely, accurate, and consistent with program and departmental policy. Utilizes OTIS to review the work of subordinates, approves budget justifications and related documents, and general status reports. Trains and guides staff on invoice payment and expenditure tracking in compliance with approved budgets and with correct fund codes, including allocation agreements and prospective payment invoices. Trains and guides staff on all elements of solicitations, including timelines, roles and responsibilities, solicitation documents, bidders conference presentations, budget justification scoring criteria, application reviews and scoring, contract, grant, interagency agreement documents, approvals, and contract monitoring. Directs staff to establish and maintain formal procedures for TCB-funded projects' plan development, submission, and review. Oversees staff in the development and implementation of fiscal controls and mechanisms for monitoring expenditures and adhering to program standards of performance for all contracts. Utilizes the CDPH Contracts and Purchasing System to review and approve contract documents and monitor progression toward final execution. Meets with CDPH Contracts Management Unit (CMU) and/or Office of Legal Services (OLS) on the most complex procurement and/or contractual issues, including TCB’s contractual statutory authority and correction notices.

25% Coordinates with PMU A and PMU B on process improvements for PA business practices. As a member of the TCB OTIS workgroup, attends monthly meetings, leads short term workgroups on OTIS improvement projects, reviews and tests new application components, and works with PMU B and PMU C staff to identify new OTIS improvement opportunities. Directs assigned staff to update the Local Lead Agency and Competitive Grantee Administrative and Policy Manuals, the contract management desk manual, and other reference materials when existing content lacks clarity or when changes in business processes or definitions occur as a result of bulletins released by CMU, CDPH Public Health Administrative Manual, the Department of General
Services, or other oversight entities. Oversees assigned staff in the development of review protocols, tools, business rules, job aids, and guidance materials for all TCB PAs to follow during revision periods and during contract negotiations and approvals.

20% Directs staff to ensure that TCB-funded projects receive the appropriate technical assistance, training, and resource documents needed for compliance with TCB, State, and Federal controls in the development of routine procedures, tools, and resources for staff to use in daily procurement and contract management tasks. Participates in the development and implementation of periodic surveys of TCB-funded projects to determine the need for any training or resource development to assist funded projects in meeting their goals and objectives.

15% Presents complex issues to TCB’s senior management team for discussion and resolution strategies. Provides complex technical assistance to TCB senior management and other internal and external stakeholders, such as TCB staff and TCB’s funded contractors and grantees, on issues related to solicitations, statutory authorities, and related contracting components. Analyzes and evaluates Section and Branch business processes for improvement opportunities. Coordinates and researches TCB procurement and contract management concerns with CMU, OLS, Office of Compliance, Financial Management Branch/Accounting Unit, and other control entities. Provides analysis and strategic alternatives for TCB financial planning/budgeting. Leads or contributes to branch, center, or departmental drills and assignments.

Marginal Functions (including percentage of time)

5% Performs other job-related duties as required.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

I have read and understand the duties and requirements listed above, and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

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<th>Supervisor’s Name:</th>
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<td>Supervisor’s Signature</td>
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HRD Use Only: Date 9/6/22

Approved By: MD