

CALIFORNIA CONSERVATION CORPS**POSITION DUTY STATEMENT**

WORKING TITLE OF POSITION Business Services Officer	REPORTING UNIT NUMBER 220	
DIVISION/BRANCH OR CENTER Business Services and Contracts	LOCATION CCC Headquarters, Sacramento	
CLASS TITLE Staff Services Manager II (Managerial)	POSITION NUMBER 533-220-4969-001	EFFECTIVE DATE August 1, 2018

Supervision Exercised

<u>NUMBER</u>	<u>Classifications that Position Directly Supervises</u>	<u>NUMBER</u>	<u>Classifications that Position Indirectly Supervises</u>
2	Staff Services Manager I	10	AGPA\SSA
		3	Office Tech\Management Services Tech
		1	Building Maintenance Worker

Effective on the date indicated, the employee performs the following duties and responsibilities assigned to the position above.

Under the general direction of the Deputy Director, Administrative Services, the incumbent works independently performing the following functions:

Relative time
required %

40%

Management: Manage, plan, direct, and oversee statewide work of business services office staff the provide support services to CCC Headquarters, 8 CCC Residential Centers, 7 CCC Non-Residential Centers, 9 CCC satellite facilities, emergency response personnel, and backcountry personnel. Provide guidance and counsel to CCC Headquarters (HQ) and field staff throughout the state. Oversee, manage, plan, develop, and coordinate the annual statewide business services training program.

Responsible for overseeing the management of the statewide fleet and facility operations, procurement and contracting; property management; supply/warehouse operations; mail room operations, and CCC leases. Direct the development and maintenance of pertinent training and reference manuals for statewide business services applications. Prepare presentations on data and trends as required.

25%

Procurement and Contracts: Responsible for oversight of statewide procurement activity to ensure compliance with CCC policy, internal control, and state rules, guidelines, and regulations. Direct the department's annual acquisition program for non-IT services. Ensure these acquisitions are conducted in conformance with statutory, policy, and control agency requirements. Promotes cost efficiencies through competitive bidding and leveraged procurement. Plans, develops, and coordinates CCC Environmentally Preferable Purchasing (EPP) program with CCC staff, other agencies and working groups to facilitate statewide purchasing of environmentally preferable products for CCC operations. Assists with the post-review of all Service Orders and Purchase Orders. Reviews and approves all payable contracts. Interpret provisions of the State Contracting Manual, State Administrative Manual, Public Contract Code, Government Code, Executive Orders, Management Memos, and other relevant authorities as they relate to the acquisition of non-IT services.

15%

Outside Agency Coordination: Coordinates and Manages all aspects of communication between the Department of General Services, Prison Industry Authority, American Express, Southwest Airlines and US Bank ensuring that all necessary department deliverables within the Business Services Branch are delivered and that daily operations as well as emergency response operations are delivered without delay.

Oversees and manages the department's Travel and Cal-Card (Visa) Program. Ensures that all aspects of these statewide program are fully functional and operational.

15%

Government Law and Legislation Review: Oversees and manages the ongoing review and streamlining of the business services function in accordance with the department's overall strategic plan. Manages staff to ensure excellent customer service is provided to Business Services and Contract customers. Ensures that legislation affecting procurement and other business services functions has been reviewed and analyzed and advises Executive staff on its potential impact to the department. Establish and maintain written contracting instructions, forms, templates, examples, etc, as needed. Review legislation for impact on contracting practices and implement new laws as generated by the Legislature to ensure Department procedural conformance is in alignment with the Department of General Services interpretations.

5%

Travel to facility sites as required.

I have read and understand these duties:

Signature – Staff Services Manager II (Sup)

Date

Signature – Deputy Director, Administrative Services

Date