

**DUTY STATEMENT**

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**DUTY STATEMENT**

Employee Name: Vacant	Current Date: April 2025
Classification: Staff Services Manager II	Position: 673-820-4801-002
Division/Office: Fiscal Services Division/Acquisitions Branch	CBID: S01
Section: Section B Unit(s) B & D	
Supervisor Name: Alice Kindarara	Supervisor Classification: Staff Services Manager III

I certify that this duty statement accurately describes the essential functions of this position.	
Supervisor:	Date:

I have read this duty statement and agree it represents my assigned duties.	
Employee:	Date:

**SPECIAL REQUIREMENTS OF POSITION (IF ANY):**

- ☒ Designated under Conflict-of-Interest Code.
- ☐ Duties performed may require pre-employment physicals.
- ☐ Duties performed may require drug testing.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires the utilization of a 32-pound self-contained breathing apparatus.
- ☐ Operates heavy motorized vehicles.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Works at elevated heights or near fast-moving machinery or traffic.
- ☐ Performs other duties requiring high physical demand. (Explain below):
- ☐ Duties require the use of hearing protection and annual hearing examinations.

**SUPERVISION EXERCISED**

<input type="checkbox"/> None	<input type="checkbox"/> Lead Person
<input checked="" type="checkbox"/> Supervisor	<input type="checkbox"/> Team Leader

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FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises:

Staff Services Manager I (SSM I) - 2

Total number of positions in Section/Branch/Office for which this position is responsible: 10

FOR LEAD PERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position LEADS:

2 SSM I's, 6 AGPA's, and 2 SSA's.

MISSION OF SECTION: The Mission of the Acquisitions Branch (AB) within the Fiscal Services Division (FSD) is to ensure funds are spent following the Department of General Services (DGS), the Department of Finance (DOF), the State Controller's Office (SCO), the Federal Office of Management and Budget (OMB) circular policies and mandates and funds are expended on projects and programs that support California Air Resources Board (CARB) and the California Environmental Protection Agency (CalEPA's) missions. Oversee and assist in developing all acquisitions for goods and services and grant agreements for CARB and CalEPA. Provide training on policies, procedures, laws, and mandates, as well as expert advice to customers and stakeholders regarding contracts, grants, and procurement. Issue hundreds of program-level grants annually to ensure CARB and CalEPA's programs comply with the regulatory statutes that drive grant funding in coordination with budgets and account for all revenues paid to CARB and CalEPA to ensure that both departments are fully funded.

The Acquisitions Units are responsible for completing all CARB acquisitions and grants supporting their mission to protect and enhance California's environment and natural resources. Oversee and assist in the development of all contracts and grants for CARB, including Interagency Agreements (IA), Requests for Proposal (RFP), Request for Information (RFI), Invitations for Bid (IFB), Non-competitive Bids (NCB), Service Agreements (SA), Memorandums of Understanding (MOU), etc. Train staff on contract and grant writing, submittal, and management, issue hundreds of program-level grants each year to ensure CARB's programs comply with the regulatory statutes that drive the grant funding, in coordination with Budgets, and account for all revenues being paid to CARB from all fee payers.

CONCEPT OF POSITION: Under the general direction of the Branch Chief (SSM III), the SSM II is responsible for directing and supervising the Acquisitions Unit B and D staff, including acquisitions for CARB and CalEPA. This position serves as a backup and assists with overseeing CalEPA's operational budget, which includes coordinating budget policy, tracking and preparing CalEPA's technical budget, and reviewing and analyzing budget requests. This position assists with creating long-term financial models for CalEPA, utilizing best practices to promote the effective use of State resources. This position is additionally responsible for interpreting and analyzing Public Contract Code (PCC) and control agency rules and regulations as they apply to State contracting and budgeting. The incumbent is expected to manage the workload of subordinate supervisors and staff who independently perform the more difficult and complex analytical work, especially in analyzing laws and regulations, developing policies and procedures, reviewing legislation, and making recommendations to management. This position acts as the liaison with other Boards, Departments, and Offices (BDOs) including the State Water Resources Control Board (SWRCB), Office of Environmental Health Hazard Assessment (OEHHA), Department of Resources Recycling and Recovery (CalRecycle), Department of Pesticide Regulation (DPR), and control agencies such as the State Controller's Office (SCO), Department of Finance (DOF), Department of General Services (DGS) and Financial Information System for California (Fi\$cal).

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Coordinates and resolves the most complex multi-BDO issues related to grants, budgets, acquisitions, and memorandum of understanding. Prepare the most complex reports for management.

<b><u>% OF TIME</u></b>	<b><u>RESPONSIBILITIES OF POSITION</u></b>
30% E	<p>Unit Activities (Acquisitions, Grants, and CalEPA Budget)</p> <p>Directly manages two (2) Staff Services Managers SSM I's that oversee acquisitions and grants performed by ten (11) staff. The SSM II independently manages the acquisitions and grants for both CARB and CalEPA. Collaborates with BDOs, Executives, and other managers, introduces and recommends policy-level changes, and liaises with fiscal control agencies. Responds to audits and questions from the Department of Finance (DOF) and the Department of General Services (DGS) and implement corrective action plans as well as provide expert advice and guidance for staff and department program managers. Reviews legislative mandates and other statutory, regulatory, and policy changes to interpret the intent and impact on CalEPA's budget, CARB, and CalEPA's acquisitions and grant programs. Coordinates requests from outside agencies/departments and control agencies and provides fiscal and acquisition information to the Branch Chief and management. In addition, prepare ad hoc fiscal, CalEPA Budget, and acquisitions reports and analyses as required by management and various control agencies. As a backup, directs staff in overseeing CalEPA's operational budget, including coordinating staff in completing budget policy, tracking and preparing CalEPA's technical budget, and reviewing and analyzing budget requests. This position provides backup support for creating long-term financial models for CalEPA, utilizing best practices to promote the effective use of state resources.</p>
30% E	<p><b>Acquisitions and Grants:</b></p> <p>Direct and advise CARB and CalEPA program staff in all phases of acquisitions and grants, ensuring efficient and cost-effective methods are legal and objective and in compliance with the State Administrative Manual (SAM), PCC, State Contracting Manuals (SCM), and purchasing authority. Consult with the public, CARB, CalEPA, and control agencies for both departments' acquisitions and grant activities. Interpret and apply the State Disabled Veteran Business Enterprise (DVBE) and Small Business (SB) requirements, as well as the Federal Minority and Women Business (MBE/WBE) requirements (for federally funded acquisitions). Monitor acquisitions grants, review the work of staff and SSM Is to ensure accuracy, and alert division management to delays. Updates management</p>

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	regarding acquisitions related to Fi\$cal and other Statewide requirements.
30% E	<b>Leadership Activities:</b> Supervise staff, which includes but is not limited to training (training includes but is not limited to formal and informal training to develop staff's technical skills and knowledge as well as ensuring direct reports at the level of SSM I understand topics related to supporting staff as it relates to approving sick leave and vacation, appropriate onboarding procedures and employee benefits), recruitment, directing and reviewing documentation for completion, accuracy and consistency. Setting the example for proper performance and ethical behavior and addressing performance problems promptly includes but is not limited to providing feedback and evaluations—appraising management of issues on time.
10% E	Provide status reports and briefings to SSM III on all areas related to the Branch. Serve as the backup to the SSM III in his/her absence and support, work as a team with other managers, and work on special projects.