

**DEPARTMENT OF JUSTICE
PUBLIC RIGHTS DIVISION
EXECUTIVE UNIT
DUTY STATEMENT**

NAME: Vacant
CLASSIFICATION: Staff Services Manager I (Supervisory)
WORKING TITLE: Contracts & Procurement Manager

STATEMENT OF DUTIES: The Contracts & Procurement (C&P) Staff Services Manager I (SSM I) manages and monitors the division's legal, non-legal, and IT contract and procurement needs and relevant fiscal activities essential to accomplishing the mission of the Public Rights Division (PRD). The SSM I works independently with PRD Senior Assistant Attorneys General (SAAG) and other Division/Departmental staff statewide, managing all contracts, agreements, subscriptions, procurement, and asset management needs. The SSM I may perform the more complex assignments when necessary. The SSM I is a skilled internal consultant to the SSM II, Chief Assistant Attorney General (CAAG), and the SAAGs regarding contract development in accordance with the State Contracting Manual and DOJ policies, encumbrance management, and the procurement of services and goods. The SSM I represents the Division on contracts and procurement matters having significant impact on the Division and/or the Department, independently working with the Budget Office, Accounting, Contracts and Procurement Unit, Office of General Counsel and California Justice Information Services Division; and may personally handle the most complex contract and procurement functions of the unit.

SUPERVISION RECEIVED: Works under the general direction of the PRD Legal Division Manager (Staff Services Manager II). May receive direction from the CAAG.

SUPERVISION EXERCISED: Directly supervises professional analytical and clerical staff.

TYPICAL PHYSICAL DEMANDS: May be required to sit at a computer terminal while performing research and other duties up to six to eight hours a day. Ability to lift up to 25 pounds of administrative files may be required.

TYPICAL WORKING CONDITIONS: In-office, remote work environment, home office, or similar environment. At the office, an enclosed office in a smoke-free environment. Occasional travel to various locations throughout the state may be required.

ESSENTIAL FUNCTIONS:

- 30% Provides operational management, day-to-day direction, and advice to professional and administrative staff in the areas of, but not limited to, legal, non-legal, and IT agreements; procurement of goods and services; facilities; asset management and deployment; ergonomics; and wireless devices for the Division. Coordinates, directs, and manages the duties and responsibilities of the direct reports handling the Division's activities statewide related to contracts, property, and procurement.
- 30% Manages and monitors the fiscal integrity and compliance of the Division's contracts and procurement, ensuring all documents are in accordance with departmental policies as well as the State Contracting Manual. Participates in the preparation of the budget and

**DEPARTMENT OF JUSTICE
PUBLIC RIGHTS DIVISION
EXECUTIVE UNIT
DUTY STATEMENT**

identifies critical program fiscal needs as it relates to contracts and procurement. Advises the SSM II of any contract or procurement concerns and provides recommendations on alternatives and solutions. Oversees and manages the Division's contract and procurement processes, which includes responsibility for approving payments to expert witnesses, vendors, and litigation support.

- 25% Serves as the Division's management liaison with the Division of Operations in matters dealing with contracts, billing, interagency agreements, procurement, asset management, etc. Prepares management information reports regarding the status of activities in these key administrative areas for review by the SSM II and CAAG.
- 10% Reviews all purchase orders, invoices, and other procurement materials to ensure these are in compliance with existing rules and regulations, prior to submission to the Office of General Counsel, Budget Office, Accounting, Contracts and Purchasing Unit, or the Division of California Justice Information Systems.
- 5% Prepares various annual division reports, as well as special studies or projects assigned by the SSM II and CAAG, for both internal and external use. Provides periodic analytical support services to the PRD Executive Unit, and performs other duties as required.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

- ☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- ☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- ☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- ☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Printed Name
Employee's Signature

Date

Printed Name
Supervisor's Signature

Date