

Department of Health Care Access and Information
Duty Statement
Proposed

Employee Name Vacant	Organization Office of Administrative Services Business Services Section Procurement and Contract Services Unit	
Position Number 441-163-4800-XXX	Location Sacramento	Telework Option Hybrid
Classification Staff Services Manager I (Specialist)	Working Title Procurement and Contracts Specialist	

General Description Under the general direction of the Procurement & Business Services Section Chief (Staff Services Manager II), this position serves as the departmental subject matter expert responsible for independently performing, leading, and overseeing the most complex, sensitive, and policy-impacting procurement and contract management duties for the Department of Health Care Access and Information (HCAI), Procurement and Contracts Services (PCS) Section. The incumbent provides expert guidance, develops and implements policy and procedures, ensures compliance with statewide laws and regulations, and represents HCAI in high-level procurement and contracting matters.	
Supervision Received	Under direction reports directly to the Procurement & Business Services Section Chief, Staff Services Manager II (SSM II).
Supervision Exercised	Functions in a lead capacity.
Physical Demands	Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation.
Typical Working Conditions	Requires prolonged sitting, use of telephone, desktop and laptop computers, and frequent contact with programs, stakeholders, and control agencies. Work hours are 8:00 a.m. to 5 p.m., Monday through Friday and extra hours may be necessary beyond scheduled work hours.
Job Duties E = Essential, M = Marginal 40% E Serve as HCAI's lead contract and procurement subject matter expert, overseeing and providing guidance on the full range of complex and sensitive contract and procurement services for the department. Consult with and advise managers and staff within HCAI programs regarding strategic contracting approaches and best procurement methods. Develop complex solicitation documents, contracts and amendments. Create contract documents not within applicable guidelines of the State Administrative Manual, State Contracting Manuals, Public Contract Code,	

Department of General Services (DGS) Procurement Division (PD) and Office of Legal Services, Department of Finance requirements, Executive Orders and Management Memos. Ability to develop agreements outside of DGS authority that contain exemption language within specific program statute. In coordination with HCAI Legal Office, provide technical expertise and authoritative interpretation of contract requirements. introduced through statute. Provide leadership and consultation on all phases of contracting, including exempt agreements, standard agreements, interagency agreements and processing grants agreements. Provide leadership and consultation to contract administrators to ensure monitoring of contract compliance, deliverables and fiscal accountability.

30%	E	Oversee and manage the department's most complex and sensitive procurements, ensuring statewide compliance with the Purchasing Authority Manual, DGS PD guidelines and regulations and HCAI policies, practices and Purchasing Authority Delegation limits. Initiate and develop purchase documents and solicitations within specified purchasing guidelines, rules and regulations. Procurements include ordering material and equipment using informal and formal competitive solicitation processes, including Statewide Contracts, California Multiple Award Schedules, State Price Schedules, Prison Industry Authority, Office of State Publishing, and Request for Quotations. Serve as the departmental authority on procurement delegation limits and provide expert guidance to program staff to ensure efficiency, timeliness, and compliance.
25%	E	Lead the development, implementation, and continuous improvement of department-wide procurement and contract processes in conjunction with PCS team members. Provide advanced consultation and policy-level guidance to program staff regarding procurement and contracting requirements. Conduct meetings and training sessions with Program staff as needed. Maintain and update customer tools and resources and internal desk manuals. Work within a team environment to develop and maintain HCAI PCS contract and procurement policies and procedures. Maintain a tracking system for control of contracts through the review and approval stages. Collect data for various mandated reports regarding contracting practices. Prepare timely and accurate reports for submission to control entities. Serve as HCAI's representative on various contract and procurement statewide task forces and committees. Represent HCAI on statewide contract and procurement task forces, interagency workgroups, and policy committees as a departmental subject matter expert.
5%	M	Perform other business services administrative duties, special project leadership, and department-level assignments as required by the SSM II and OAS leadership.

Other Expectations

- Demonstrates a commitment to performing duties in a manner consistent with HCAI's core values and communication protocol.
- Ability to communicate effectively orally and in writing.
- Shows initiative in improving work environment, identifying and correcting errors, initiates work activities.
- Demonstrates a commitment to perform work in a confidential manner.
- Maintains good work habits and adheres to all HCAI policies and procedures.

- Demonstrates a commitment to HCAI's mission, vision, and goals.
- Demonstrates a commitment to HCAI's core values.

To Be Signed by the Employee and Immediate Supervisor

I have read and understand the duties and expectations of this position

I have discussed the duties and expectations of this position with the employee.

Employee Signature/Date

Supervisor Signature/Date