

**DUTY STATEMENT
DEPARTMENT OF JUSTICE
DIVISION OF OPERATIONS
OFFICE OF FISCAL SERVICES
CONTRACTS & PURCHASING UNIT**

NAME: Vacant

JOB TITLE: Staff Services Manager I

POSITION NUMBER: 420-025-4800-008

UNIT: Contracts and Purchasing

UNIT SUPERVISOR: Staff Services Manager III

STATEMENT OF DUTIES: Under the direction and of the Staff Services Manager III (SSM III), the Staff Services Manager I (SSMI) provides direct supervision to a group of analysts within the Financial Information System for California (Fi\$Cal) Section of the Contracts and Purchasing Unit (CPU). Duties require strong managerial and organizational skills, analytical ability, effective writing and communication skills, knowledge of state procedures for purchasing non-IT goods and services, knowledge of training methods and proficiency with Microsoft Suite. The SSM I works under strict time constraints.

SUPERVISION RECEIVED: Directly supervised by the SSMIII of CPU, Office of Fiscal Services (OFS), Division of Operations (OPS). SSMI's are required to follow the chain of command when elevating issues directly impacting the department.

SUPERVISION EXERCISED: Provides direct supervision to a group of analysts responsible for the training and on-boarding of Fi\$Cal.

TYPICAL PHYSICAL DEMANDS: SSMI may be required to remain sedentary to operate a computer while performing research and other duties up to eight hours per day. Able to occasionally move boxes weighing up to 25 pounds.

TYPICAL WORKING CONDITIONS: Open spaced office/cubicle in a smoke free environment of a high-rise building. Hybrid schedules are based on the department needs, current conditions, and will be re-evaluated as conditions change.

ESSENTIAL FUNCTIONS:

35% Directly manages the Fi\$Cal training and on-boarding activities. Plans, organizes, and facilitates Fi\$Cal training sessions, workshops, labs, webinars, and other learning platforms by preparing and coordinating instructional materials and course content. Leads team in developing training courses for basic compliance with laws, policies, and regulations related to state non-IT procurement and the Fi\$Cal system. Resolves complex issues and concerns relative to training requirements, elevating serious concerns by using formal reports and communication, both written and verbal. Ensures that all staff members receive necessary training, coaching, and resources for successful implementation of Fi\$Cal. Facilitates regular meetings with other staff within CPU to resolve Fi\$Cal issues and provides guidance for the transition to the Fi\$Cal system. Gathers, organizes, and conducts analysis of data to support process improvement efforts. Establishes, and updates, and approves policies and procedures, desk manuals, and other administrative documents, following established naming conventions to support ease of retrieval. Organizes all necessary files, documents, and tracking related to Fi\$Cal training and on-boarding.

- 35%** Provides general management related to Fi\$Cal training for Fi\$Cal Section staff and provides supervision to a team of analysts. Recruits, hires, and onboards new team members. Mentors and trains staff to ensure a positive working environment and high productivity. Evaluates staff performance, approves time off requests, and approves time sheets of staff. Provides mentoring and assistance for upward mobility within the unit. Oversees the training and development of staff by assessing and identifying training needs and coordinating schedules to ensure all training requirements are met. Creates justifications, job duty statements, probationary reports and annual reviews. Monitors and analyzes workload and balances assignments based on staff resources and the priorities. Assigns workload based on unit priorities and current user needs. Reviews all analysts work for errors.
- 15%** Leads efforts to streamline and automate workflows using systems such as SharePoint and other relevant software applications. Designs and maintains complex processes to help improve efficiency, support document management, and aid in meeting compliance standards. Provides weekly metrics and status updates to leadership, highlighting any potential issues or concerns. Oversees the maintenance and organization of Maintains and organizes the Fi\$Cal Sections SharePoint site. Develops and updates complex documents for CPU.
- 10%** Establishes unit specific training goals and requirements, maintains training records, and ensures training aligns with unit specific training goals and requirements. Leads cross-functional teams across CPU to help identify opportunities for process improvement and support the implementation of training. Oversees the unit's efforts to monitor the overall effectiveness of instruction using pre-established evaluation tools. Responds to complex training requests and inquiries.

MARGINAL FUNCTIONS:

- 5%** Provides back-up assistance to other CPU managers (including but not limited to purchasing and contracting sections), as needed.

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.

Employee's Signature

Date

Supervisor's Signature

Date