

DUTY STATEMENT

Employee Name:	Position Number: 580-130-4800-015
Classification: Staff Services Manager I	Tenure/Time Base: Permanent/Full-Time
Working Title: Policy, Governance, & Compliance Unit Manager	Work Location: 1616 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: S01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Administration/Program Support Division	Branch/Section/Unit: Contracts & Purchasing/Purchasing and Solicitations Section/Policy, Governance and Compliance Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by managing an array of compliance, programmatic, planning, and policy related duties by working closely with the Staff Services Manager (SSM) II, Section Chief of the Purchasing and Solicitations Section (PSS) and other Sections and Program managers.

The incumbent works under the general direction of the Section Chief, and is responsible for analyzing, consulting with, and providing direction to PSS staff and management on all aspects of compliance and governance; Supervises the Policy, Governance, and Compliance Unit (PGCU) and

is responsible for performing the duties including, but not limited to: audits, accreditation, Small Business/Disabled Veteran Business Enterprise (SB/DVBE), program development and implementation, forms development, training, and customer service. This position is a working supervisor level and typically performs the most difficult or sensitive analytical tasks.

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☐ Travel:
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 40% Oversees the audit and accreditation process to ensure all applicable statutory, regulatory, and procedural requirements are followed. Coordinates with the Office of Compliance's (OOC) for all audits conducted by internal and external audit agencies, such as the California State Auditor, Department of Finance, Department of General Services (DGS), Office of the Inspector General, State Personnel Board and the CDPH OOC. Provides support and coordination for all audits, management reviews, and evaluation with the Internal Audits Unit of the OOC. Manages information requests for multiple audits and communicates audit status updates related to upcoming and ongoing audits and audit reports issued. Reviews and approves Corrective Action Plans (CAP) and supporting documentation. Assists the Section Chief in the management of the Department's purchasing authority to ensure satisfactory audit compliance and delegated authority renewal by the DGS Procurement Division. Ensures all state and departmental rules, guidelines, regulations, and statutes have been adhered to.
- 30% Plans, organizes, and directs all functions of the department's SB/DVBE program and its advocate. Reviews and develops various reports, policies, and procedure recommendations. Serves as the subject matter expert for the SB/DVBE program and develops positive working relationships with internal and external stakeholders. Supervises the SB/DVBE advocate in providing SB/DVBEs with informational program resources regarding state contracting and procurement opportunities, benefits, and uses. Provides instruction to SB/DVBEs regarding the certification process with DGS. Provides management for the departmental efforts to comply with state legislation and regulations regarding the SB/DVBE program. Develops and oversees strategies for the department to reach the DGS mandated achievement goals by partnering with executive leadership and program stakeholders. Reviews and approves SB/DVBE waiver process. Incorporates legislative and executive updates to CDPH policies, solicitation documents, and training modules. Directs staff to develop recommended policies and procedures for the Departmental Procedural Manuals, Administrative memos, PSD policy bulletins, templates/checklists, and other publications. Advises Programs of policy and procedural changes. Conducts active outreach to SB/DVBE communities and responds to general inquiries and feedback from SB/DVBEs. Provides quality interpersonal customer service and utilizes information technology tools to communicate with an increasing base of vendors in key geographic, market, and other sectors.

25% Provides direct supervision, training, development, and evaluation of staff to ensure deadlines are met within the PGCU. Provides leadership, counsel, direction, and resources for staff development. Ensures that completed staff work is accomplished and that all policies and procedures are followed in a timely manner. Reviews work and evaluates performance of staff by completing probationary reports and individual development plans to ensure performance expectations are met. Conducts, arranges, and approves training for staff to increase knowledge base. Delegates responsibility to staff to facilitate timely completion of work. Fosters an engaged and supported team by using a strength-based approach to determine training needs for new and existing staff. Identifies and promotes continual staff development and specialized training. Coaches and mentors Section and Unit staff in the development of work plans and monitors work progress.

Marginal Functions (including percentage of time)

5% Performs other job-related duties as assigned. Acts in the place of the SSM II, as needed.

☐ I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: NW

Date: 11/20/25