

## State of California - Department of Social Services

**DUTY STATEMENT**

EMPLOYEE NAME:

CLASSIFICATION:

Supervisor II

POSITION NUMBER:

665-4801-001

DIVISION/BRANCH/REGION: (UNDERLINE ALL THAT APPLY)

ADM Contracts and Procurement Services Branch

BUREAU/SECTION/UNIT: (UNDERLINE ALL THAT APPLY)

Non-IT Contracts Bureau/Non-IT Contracts Section

SUPERVISOR'S NAME:

Christine Templeman

SUPERVISOR'S CLASS:

Manager II

SPECIAL REQUIREMENTS OF POSITION (CHECK ALL THAT APPLY):

- ☒ Designated under Conflict of Interest Code.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Performs other duties requiring high physical demand. (Explain below)
- ☐ None
- ☐ Other (Explain below)

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

**SUPERVISION EXERCISED** (Check one):

- ☐ None ☒ Supervisor ☐ Lead Person ☐ Team Leader

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

Two Supervisor I's

Total number of positions for which this position is responsible: 10

**FOR LEADPERSONS OR TEAM LEADERS ONLY:** Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

The Contracts and Procurement Services Branch is dedicated to providing centralized acquisition services to all California Department of Social Services (CDSS) departmental organizations on a statewide basis, and the California Health and Human Services Agency.

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**CONCEPT OF POSITION:**

The Supervisor II is directly responsible for all management functions concerning the development of Non-Information Technology contracts (Non-IT contracts) in support of the Department's 80+ programs. The Supervisor II is responsible for planning and organizing the development of competitive solicitations including Invitation for Bid, Request for Proposal, Request for Offer, and the Small and Disabled Veteran Business Enterprise Option; and the development and execution of contracts of all types including Memorandums of Understandings, Standard State Contracts, Interagency Agreements, Intergovernmental Agreements, and Subvention Agreements. The Supervisor II is directly responsible for the Non-Competitive Bid (NCB) process, and achieving Small and Disabled Veteran Business Enterprise goals in the area of Non-IT Services contracts.

**A. RESPONSIBILITIES OF POSITION:**

35% Oversee the daily production and development of all Non-IT contracts for the Department, ensuring compliance with federal and state laws and policies. Directly supervise up to three (3) Supervisor I's, and their subordinate staff. Ensure the timely hire of new staff; complete probation reports on time; address unacceptable performance immediately and when improvement is needed identify, document, and track staff performance or non-performance. Undergo the adverse process when required. Ensure staff are thoroughly trained and capable of executing the most complex bids and contracts. Ensure staff have completed required training through CalPCA at the Department of General Services and any other required training. Mentor Supervisor I's daily, ensuring they operate independently, are able to work collaboratively with branch chiefs and above, submit completed staff work and creatively address Non-IT contract issues.

35% Collaborate regularly with outside entities and stakeholders, including representatives of County Welfare Departments, vendors/contractors and non-profit institutions. Resolve problems, protests and contractor issues through interaction with CDSS Legal and the Department of General Services, Office of Legal Services, Procurement Division, the State Controller's Office, the Department of Finance, and any other control agencies. Collaborate and provide technical support to Departmental program managers for the contracts process. Represent the Bureau in the development of large and/or high profile contracts. Stay current with new or pending legislation or new control agency policy affecting Non-IT services; develop and deliver solutions and action plans. Identify existing, or develop and provide training to program organizations through classroom and Internet.

20% Advise and update the Contracts and Procurement Services Branch Chief and executives, keeping them up to date on emerging issues. Meet with programs on a regular basis to problem solve and provide advice on alternative contracting methods. Process the most complex and confidential Non-IT Services contracts. Manage the NCB process ensuring timely execution. Oversee the bidding process, ensuring confidentiality and unbiased awards.

10% Identify gaps in knowledge of the contracts process and develop and deliver training to ensure staff and departmental employees are able to complete the contracts process. Complete on special projects, act on committees for the Department and Control Agencies. Acting Bureau Chief. Manage the Public Records process for the Bureau. Manage the records retention process for the Bureau. Oversee yearly reporting to control agencies.

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B. SUPERVISION RECEIVED:

The Supervisor II receives general direction from the Bureau Chief (Manager II) of the Contracts and Procurement Bureau.

C. ADMINISTRATIVE RESPONSIBILITY:

The Supervisor II is responsible for directing a multi-billion dollar contracts program for the Department, its more than 80+ distinctly individual programs, and its 50 plus offices statewide. The Supervisor II has extensive knowledge of state contracting law and resulting policies; The Supervisor II is responsible for developing procedures and the overall operations of the Non-IT Contracts Section. The Supervisor II must actively support the needs of the Departments many programs, particularly in the area of contract development and management. The Supervisor II keeps the Contracts and Purchasing Bureau Chief, CDSS Legal, and Executive staff current about emerging issues and develops recommendations and courses of action for the most complex services contract issues.

D. PERSONAL CONTACTS:

The Supervisor II is in daily contact with managers at various levels throughout the Department, including frequent contact with those at the Deputy Director and higher levels providing guidance on contract policies and potential conflicts of interest to minimize risk to the Department, as well as effective course of corrective action to remedy problems. The Supervisor II has daily contact with Legal, program managers, all levels of departmental staff and Administration team management as well as representatives of other state, federal and county agencies, representatives of private industry and legislative staff. The Supervisor II supports the Third Party County Letter process, interacting with California Counties on a regular basis.

E. ACTIONS AND CONSEQUENCES:

Competitive procurements along with data security issues receive extensive scrutiny by control agencies. It is critical that the Supervisor II ensure there are appropriate internal controls in place and enforced by the staff during the contract process. Improper processes can result in loss of contract delegation authority which would lead to serious delays and penalties and the inability of CDSS programs to accomplish their missions or meet the needs of their clients. Failure to use good judgment managing the services contract processes can result in a serious lapse in service or the lack of services to the department and its service recipients including federal, state and county agencies, the aged, disabled, abused and neglected children, and the needy. Failure to execute accurate and timely contracts could result in contractor protests, the loss of state and federal funding, as well as adverse publicity and liability for the department.

F. OTHER INFORMATION:

The Supervisor II must have good leadership, interpersonal and communication skills and be able to effectively work under pressure in relatively short time frames. The Supervisor II will foster team building and cooperative working relationships amongst staff as well as other units. The incumbent must maintain effective working relationships with those in the department and other state agencies as well as with County, Federal and representatives from private industry. The Supervisor II must be able to multitask, analyze complex problems accurately and take an effective course of action quickly to avert adverse consequences.