

☐ Current  
☒ Proposed

Civil Service Classification: Supervisor I  
Working Title: Acquisition Supervisor  
Division Branch Name: Business Management Section  
Incumbent: Vacant  
Position Number: 797-631-4800-003  
Effective Date:  
Conflict of Interest (COI): Yes  
FLSA Status: Exempt  
CBID: S01  
Tenure: Permanent  
Time Base: Full-Time

You are a valued member of the department's team. All CDA employees are expected to work collaboratively with internal and external stakeholders to enable the department to provide the highest level of service possible. Your efforts to treat others fairly, honestly, and with respect are important to everyone who works with you. We value diversity at CDA, and we strive to achieve equity and inclusion in the workplace for all employees. We believe that a diverse workforce and inclusive workplace culture enhances the performance of our organization and the quality of representation that we provide to a diverse client base.

Primary Domain(s): N/A

**DESCRIPTION:**

Under the general direction of the Chief of the Business Management Section (BMS), Supervisor II, the Supervisor I, serves as the first-line supervisor for the State Operations Procurement and Contracts Team (SOPT). The incumbent plans, organizes, and supervises a team of analysts performing procurement and contracting activities, ensuring all State Operations contracts, procurements and Cal-Card transactions are executed efficiently, accurately, and in compliance with applicable laws, regulations and departmental policies. The incumbent provides leadership, guidance, and oversight for workflow management, administrative and personnel responsibilities, and continuous process improvements while coordinating with internal and external stakeholders. The incumbent is responsible for having in-depth knowledge of CDA's various funds, programs, and contractual requirements including State contract and procurement policies and regulations. These tasks require a high level of interpersonal, analytical, and communication skills as well as independence of action in carrying out assigned responsibilities.

## **ESSENTIAL FUNCTIONS**

### **35% Non-IT and IT Contract and Procurement Supervision**

Plans, organizes, and directs the daily work of analysts responsible for the State Operations contracting and procurement activities. Reviews and approves solicitations, purchase estimates, purchase orders, and change orders to ensure compliance with State procurement laws, regulations and CDA policies. Oversees preparation of annual contracting and procurement reports to verify accuracy and completeness. Develops, updates, and communicates internal procurement processes, procedures, and policies. Responds to DGS regarding audit findings and assists in resolving concerns with vendors regarding improperly delivered or damaged merchandise. Provides guidance and coordination to staff in the development and management of State contracts and general service contracts to ensure established processes and policies for the contract process are followed.

Reviews and approves State Operations contracts and purchase orders within Financial Information System for California (FI\$Cal) to ensure accuracy, completeness, and compliance prior to advancing to the next level of approvals. Oversees the development, coordination, and processing of State contract packages to ensure compliance with State contract law, policies, and procedures, which includes procurement and solicitation data and Information Technology (IT) procurement documents in collaboration with the Chief Information Officer. Approves IT technical contracts and procurement processes to ensure CDA's compliance with the California Department of Technology (CDT), Department of General Services (DGS), and Agency IT procurement policies and procedures.

Travels to State Contract Advisory Network (SCAN) meetings via car, to stay informed of changes to State contract processes and policy. Serves as CDA's point of contact for statewide contracting policy updates and facilitates knowledge transfer to staff and management to ensure consistency and continuity of operation. Represents CDA in IT-related meetings, focus groups, and workshops related to the purchase of IT goods and services, to report outcomes to the Chief Business Officer as required.

### **30% State Contract, Procurement Planning and Coordination**

Leads and facilitates departmental meetings to review necessary contract planning and development. Assigns responsibilities, collaborates with program and fiscal staff on contract and procurement, and establishes deadlines to ensure timely contract execution. Maintains contract and procurement tracking systems and project timelines, monitors staff progress and provides management with regular updates on workload status and departmental milestones. Reviews pertinent federal and state statutes, regulations, and policies to ensure CDA stay in compliance. Consults with CDA's Office of Legal Services, internal subject matter experts, and external partners for guidance in interpreting and applying statutes, regulations, and policies. Coordinates research and applies analytical techniques and effective communication strategies to resolve questions and issues that arise during contract provision development. Conducts final reviews of all contract packages (including scope of work, budgets, and terms, etc.) to ensure compliance and completeness prior to distribution to the contractor for

signature. Serves as the lead for CDA's Contract and Procurement Quality Improvement (CQI) initiative by analyzing processes, identifying operational inefficiencies, tracking key performance measures, and implementing approved methodologies, tools, and technologies to improve efficiency and consistency. Facilitates departmental workgroups and provides training to staff on CQI tools, procedures, and data reporting requirements.

## **20% Administrative Responsibilities**

Supervises a team of analysts to ensure they meet performance standards and departmental goals. Conducts regular one-on-one meetings to provide direction, feedback, and support. Completes probationary reports, annual performance evaluations, and other personnel documentation in a timely manner. Addresses performance concerns and implements corrective or progressive discipline as needed, in consultation with Human Resources. Oversees recruitment and hiring processes, including developing duty statements, screening applications, participating in candidate interviews, and making recommendations for selection. Identifies staff training and development needs, ensures completion of mandatory state and departmental trainings, and provides appropriate learning opportunities. Promotes knowledge transfer, cross-training, and succession planning within the unit. Mentors and coaches staff to support professional growth and development. Oversees administrative functions, including timesheet review and approval, leave tracking, workload distribution, policy compliance, and documentation management, to maintain efficient operations and a well-supported team.

## **10% Cal-Card Program Coordination & Oversight**

Serves as the departmental Cal-Card Coordinator for CDA, providing operational oversight of the credit card program. Develops and maintains procedures for card issuance, usage, and reconciliation. Conducts in-depth reviews and audits of cardholder activity to ensure compliance with state and departmental regulations. Coordinates resolution of discrepancies with fiscal staff to resolve discrepancies and provides technical assistance and training to cardholders and approving officials to ensure adherence to procurement standards.

## **MARGINAL FUNCTIONS**

**5%** Performs other job-related duties, including special assignments and projects, as required to support the mission and goals of Business Management Section and the California Department of Aging.

**TRAVEL:** Statewide travel up to 5%.

## **TYPICAL WORKING CONDITIONS:**

The physical work location of the position is designated at the department's headquarters location, a three-story building and standard office modular workspace located in Natomas. The duties of the position require sitting for long periods of time while using a personal computer, reviewing documents, and attending meetings whether they are digital (i.e., Zoom, WebEx, MS Teams, etc.) or in person.

**EQUAL EMPLOYMENT OPPORTUNITY:**

The California Department of Aging is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is the policy of CDA to provide equal employment opportunity to all employees and applicants; those employees have the right to work in an environment free from discrimination; those consumers have the right to receive services free from discrimination in compliance with local, state, and federal laws.

**To be reviewed and signed by the supervisor and employee:**

**SUPERVISOR'S STATEMENT:**

- I have discussed the duties and responsibilities of the position with the employee.
- I have signed and received a copy of the duty statement.

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**Supervisor's Signature and Date**

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**Supervisor's Name and Title**

**EMPLOYEE'S STATEMENT:**

- I have discussed the duties and responsibilities of the position with my supervisor.
- I have signed and received a copy of the duty statement.
- I am able to perform the essential functions listed with or without reasonable accommodation (if you believe reasonable accommodation is necessary, discuss your concerns with your supervisor. If unsure of a need for reasonable accommodation, inform your supervisor who will discuss your concerns with Human Resources.)
- I understand that I may be asked to perform other duties as assigned within my current classification, including work in other functional areas as business needs require.

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**Employee's Signature and Date**

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**HUMAN RESOURCES BRANCH USE ONLY:**

☒ Duties meet class specification and allocation guidelines.

☐ Exceptional allocation, STD 625 on file.

Analyst initials: KG/TB Date Approved: 2/11/2026

Revision Date (if applicable): \_\_\_\_\_