

**ESSENTIAL FUNCTIONS DUTY STATEMENT**

ADM-002

(Rev. 2/2024)

<b>Classification Title:</b> Supervisor I	<b>Branch/Division/Bureau:</b> Administration/ Business Operations Office
<b>Working Title:</b> Business Operations Supervisor	<b>Office/Unit/Section/Geographic Location:</b> Sacramento
<b>Position Number (13 Digit):</b> 411-110-4800-001	<b>Conflict of Interest Position:</b> <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES
<b>RPA Number:</b>  #	<b>Work Schedule:</b> <b>Hybrid</b> <b>Telework</b> Monday – Friday, 8:00 a.m. – 5:00 p.m.
<b>Employee Name:</b>	<b>Effective Date:</b>

**CORE VALUES/MISSION**

The California Privacy Protection Agency (CalPrivacy)'s mission is to protect Californians' consumer privacy. CalPrivacy implements and enforces the California Consumer Privacy Act (CCPA). Its responsibilities include: 1) rulemaking in a highly complicated, technical, sometimes contested, and nuanced area; 2) supporting awareness across California's diverse population on issues related to privacy and data security, including the new rights provided to them by the law; and 3) administrative enforcement of those rights.

**POSITION CONCEPT**

Under the general direction of the Business Operations Manager, the Supervisor I leads CalPrivacy's Business Operations Office, overseeing procurement, contracting, facilities coordination, records management, and emergency planning. The primary focus is transitioning the department to obtain delegated contracting authority by developing policies, internal controls, and compliance frameworks. The incumbent supervises staff, ensure adherence to state laws and regulations, and partners with DGS and other oversight entities to build readiness for delegated authority. This position plays a critical role in ensuring operational integrity and supporting CalPrivacy's mission to protect consumer privacy through efficient and compliant business operations.

The Supervisor I provides consultation to management on business services and contracting strategies, including acquisition and maintenance of facilities, contract administration, forms management, and records retention. This role is instrumental in establishing efficient, compliant business operations and preparing the agency for future delegated authority.

**SPECIAL REQUIREMENTS**

This position is designated under the Conflict-of-Interest Code and involves making or participating in decisions that could materially affect personal financial interests. The appointee must complete and file Form 700 within 30 days of appointment.

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**ESSENTIAL FUNCTIONS****30% Supervisory Leadership and Program Oversight**

Serves as the first line supervisor over staff engaged in procurement, contracting, facilities coordination, and emergency planning to ensure compliance with state laws and departmental policies. Assigns workload, sets priorities, monitors performance, and conducts evaluations consistent with CalHR policies and collective bargaining agreements. Implement corrective actions as needed to maintain performance standards. Provides technical support during critical periods to ensure continuity of operations while retaining full supervisory responsibility. Provides coaching and development opportunities for staff to build expertise in procurement and business operations.

Work is initiated by internal program requests, statutory and regulatory requirements, executive direction, operational deadlines, and audit findings.

Upholds EEO, health & safety, and workplace conduct standards in all supervisory activities.

**25% Procurement and Contracting Operations Oversight**

Works with DGS and CDT to review and approve procurement and contracting documents for compliance with state laws and policies. Oversees staff managing the full procurement lifecycle, including solicitation development, scope of work, evaluation criteria, and contract administration to mitigate risk. Ensure files are complete, documented, and audit ready. Identifies and mitigates risks to ensure compliance and protect departmental interests.

Works closely with upper management to transition from existing processes to delegated authority, developing policies and internal controls to support readiness. Monitors performance and directs corrective actions as needed to protect departmental interests. Leads readiness assessments and policy implementation to achieve delegated authority milestones.

Work is initiated by internal program requests, statutory and regulatory requirements, executive direction, operational deadlines, and audit finding

**15% Procurement Guidance, Policy Implementation, and Compliance**

Provides supervisory oversight and guidance on procurement processes to ensure compliance with state laws and departmental policies. Serves as the department's SB/DVBE Advocate, monitoring participation, coordinating reporting, and representing CalPrivacy in required meetings and workgroups. Attends all mandated SB/DVBE Advocate, Liaison, and SCAN meetings—both in person and online—and communicate updates to staff.

Develops and maintains procurement policies and internal controls. Oversee IT and non-IT procurement activities, verifies certifications, and ensures audit-ready documentation. Acts as liaison with DGS, CDT, and other agencies to support compliance and readiness for delegated authority. Completes all required annual training and ensures staff complete CalPCA training.

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**10% Forms and Administrative Governance**

Manages the development and maintenance of departmental forms, templates, and standardized documents to ensure consistency, accessibility, and compliance with state laws and policies. Oversees records retention schedules, documentation, and reporting to support audit readiness and statutory requirements.

Provides supervisory oversight of staff handling forms management, records administration, and reporting functions. Ensures adherence to internal controls and timely completion of compliance reporting.

Work is initiated by executive direction, regulatory changes, audit findings, and operational need.

**10% Facilities Coordination and Operational Support**

Coordinates facilities-related procurement and operational activities to meet departmental needs. Oversees service contracts for building operations, maintenance, space planning, and vendor services to ensure compliance with state requirements and departmental policies.

Provides supervisory oversight of mailroom operations and staff, ensuring secure and timely handling of correspondence. Collaborates with DGS, property management, security, and vendors to resolve facilities issues, monitor performance, and ensure contract compliance and audit readiness.

Work is initiated by executive direction, regulatory requirements, audit findings, and operational needs.

**MARGINAL FUNCTIONS****5% Emergency Planning**

Supports emergency preparedness and continuity efforts for procurement and business operations. Assists in developing, maintaining, and reviewing emergency action plans to ensure operational readiness. Coordinates response activities during emergencies, participates in drills and after-action reviews, and implements corrective measures to strengthen resilience.

Work is initiated by executive direction, regulatory requirements, audit findings, and operational needs.

**5% Perform other duties as required.**

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**WORK ENVIRONMENT OR PHYSICAL ABILITIES**

- 1) Work is performed in a professional office environment with telework authorized consistent with departmental policies and needs. The position is part of a distributed team that involves teleworking and reporting to the office as needed/required.
- 2) Incumbent is required to use computer systems, a variety of office software applications, and state procurement platforms daily to perform assigned duties.
- 3) The position may require occasional attendance at in-person meetings, facilities inspections, or emergency preparedness drills.
- 4) Some travel may be required to alternate worksites or external locations consistent with operational needs.
- 5) The typical work schedule is Monday – Friday during standard business hours; however, occasional work outside of normal business hours, may be required in response to operational deadlines, emergency situations, or executive direction.
- 6) The incumbent must be able to perform the essential functions of this position with or without reasonable accommodation.

**I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation.** (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If you are unsure of the need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety Analyst.)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.**

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name