

**DEPARTMENT OF JUSTICE
DIVISION OF ADMINISTRATIVE SERVICES
OFFICE OF THE CHIEF
OFFICE OF STRATEGIC INITIATIVES
DUTY STATEMENT**

NAME:

JOB TITLE: Supervisor I

WORKING TITLE: Strategic Project Management Supervisor

POSITION NUMBER: 420-021-4800-901

STATEMENT OF DUTIES:

The Supervisor I (SUP I) directs, supervises, and coordinates the activities of a team of analysts and support staff in the Project Management and Coordination (PMC) Unit. PMC uses strategic project management and coordination methodologies to partner with the DOJ to support project completion. The SUP I is highly skilled and knowledgeable in areas of project management and coordination methodologies and strategies. The SUP I works collaboratively through open communication to complete assignments, tracks project milestones, develops and implements action plans, and ensures deliverables are met, effectiveness is measured, and processes are standardized. The SUP I is responsible for managing and supporting the Division's most complex projects using appropriate strategies, which may include establishing regular communication with stakeholders as well as coordinating resources, meetings, and knowledge-share activities. The SUP I is familiar with and abides by policies, procedures, expectation memorandums, and Administrative Manuals from the DOJ, Division of Administrative Services - Office of the Chief, and the Office of Strategic Initiatives.

SUPERVISION RECEIVED: Under the general direction of the Supervisor II (SUP II) of Office of Strategic Initiatives (OSI), Division of Administrative Services (DAS).

SUPERVISION EXERCISED: Directly supervises a group of analytical and office support staff.

TYPICAL PHYSICAL DEMANDS: Sit for extended periods while working at a computer, talk on the telephone, reaching and bending to retrieve documents, stand to photocopy or file documents. Ability to lift or move boxes weighing up to 25 pounds.

TYPICAL WORKING CONDITIONS: In an office or remote work environment, home office or similar hybrid environment. Ability to sit, type, rotate, and work at a computer workstation.

HYBRID TELEWORK POSITIONS: This position offers a hybrid schedule, i.e., combined remote and in-office work schedules. While teleworking, the employee must maintain safe working conditions at the approved alternate location and abide by the Department's Ergonomic Program Guidelines. Employee will be required to occasionally report to the HQ office in Sacramento for operational needs.

ESSENTIAL FUNCTIONS:

35% Plans, organizes, hires, and supervises OSI's Project Management and Coordination (PMC) Unit staff and operations to ensure efficient workflow, quality of work, and adherence to critical timelines. Guides recruitment and selection activities, reviews applications, conducts interviews, and participates in onboarding efforts. Assigns, monitors, and reviews

workload; provides ongoing coaching, direction, and performance feedback; prepares performance evaluations; and participates in performance management activities as needed. Directs daily unit operations and ensures assignments are completed within established timeframes consistent with completed staff work standards.

Serves as the Project Leader and Department Liaison for department initiatives impacting multiple divisions and executive leadership. Acts as the primary point of contact between the DOJ, control agencies, external partners, and internal stakeholders to ensure alignment with project objectives, timelines, and deliverables. Directs and oversees the work of PMC staff in support of assignments, projects, and department-wide initiatives, including establishing project timelines, reviewing deliverables, monitoring risks, and ensuring appropriate reporting. Procures, oversees, collaborates, and coordinates the activities of contracted project management consultants to ensure compliance with contractual requirements, integration of deliverables, and overall completion of project milestones.

- 25%** Oversees the development, implementation, and continuous improvement of the PMC operating model. Develops and implements OSI and PMC work process improvements to support completion of assignments, projects, client service requests, and department-wide initiatives. Provides oversight and participates in work groups to advance strategic initiatives. Oversees the development and maintenance of the OSI Management Administrative Manual, including Standard Work Process Maps and governance documentation. Contributes to OSI Management efforts to develop, optimize, and implement policies, procedures, and operational standards. Conducts outreach, discovery meetings, and stakeholder engagement activities related to project management and coordination to assess needs and improve PMC service offerings.
- 20%** Oversees and administers the PMC service request intake and assignment process, ensuring requests are evaluated for scope, prioritized, aligned with unit capacity, and assigned to staff. Reviews incoming requests to determine level of support, resources, and reporting requirements. Directs PMC staff in the maintenance and optimization of a project management and coordination support operating model. Provides recommendations to project leadership in support of project implementation and operations. Oversees project management and coordination services of the most complex, sensitive, and highly visible projects by working with the team to create and review project plans, organize, and facilitate cross-functional project meetings, develop business documentation and records for project activities. Works with the team to review and analyze complex statistical workload data, monitor and communicate project-related issues, scope changes, variances, and contingencies, to complete project on-time, within budget, and ensure adherence to departmental policies and procedures. Establishes positive and collaborative working relationships to successfully complete tasks and projects in alignment with the program, Division, and DOJ's mission, vision, values, and goals. Attends, coordinates, and facilitates meetings with internal programs, external agencies, and vendors. Regularly communicates with all Departmental and Divisional staff to ensure continuous quality improvements in work performance.
- 15%** Develops, monitors, and reports on OSI and PMC Key Performance Indicators to measure effectiveness, workload trends, service utilization, and strategic impact. Analyzes data to identify and resolve performance trends, operational gaps, and opportunities for improvement. Prepares and presents executive-level reports, dashboards, and presentations to inform decision-making. Synthesizes cross-functional information to support data-driven

decision making and continuous improvement. Serves as a change agent to implement strategies and communication plans to maximize adoption, through training, mentoring and guidance to foster a continuous improvement culture.

- 5%** Serves as back up to the Supervisor I within the Continuous Process Improvement Unit and Supervisor II within the Office of Strategic Initiatives in their absence. Assists with shared mailbox oversight, onboarding activities, and training coordination.
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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 Name (Print)

Supervisor's Name (Print)

Employee's Signature

Date

Supervisor's Signature

Date