



GAVIN NEWSOM
GOVERNOR

STATE OF CALIFORNIA
GOVERNOR'S OFFICE OF BUSINESS AND ECONOMIC DEVELOPMENT (GO-BIZ)

POSITION DUTY STATEMENT

Classification Title Supervisor I	Unit Administration	Name
Working Title Procurement Manager	Position Number 373-100-4800-XXX	Effective Date

GENERAL STATEMENT

Under the general direction of the Administrative Manager (Supervisor II), the Supervisor I oversees and manages the procurement and contracts unit and all related activities. The Supervisor I supervises staff, ensures adherence to state laws and regulations, and supports GO-Biz's procurement and contracting activities to meet departmental needs. The Supervisor I provides consultation to management on procurement and contracting strategies, including but not limited to, contract administration, forms management, and records retention. The Supervisor I personally serves as a subject matter expert on procurement and is responsible for performing the most technical, difficult, and sensitive contracting functions and must adhere to ethical practices in accordance with all applicable statutes, departmental policies and procedures, standards and controls, and rules pertaining to delegated purchasing authority approved through Department of General Services (DGS) and is responsible for monitoring statewide changes and ensure GO-Biz is up to date on practices and procedures. The incumbent is charged with ensuring that GO-Biz is implementing the best business practices in areas of responsibility.

ESSENTIAL FUNCTION

35%	<p>Supervisory Leadership and Program Oversight Serves as the first line supervisor over staff engaged in procurement and contracts 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. Upholds EEO, health & safety, and workplace conduct standards in all supervisory activities</p> <p>Recruit, train, and evaluate, using probation and annual appraisals, in accordance with established guidelines with ratings, the work performance of direct reporting staff to</p>
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	<p>ensure procurement processes are performed efficiently and effectively. Monitor employee attendance and approve employee leave requests; initiate and conduct employee selection interviews and hires; oversee and assess the training and development needs of direct-report staff. Define functions and procedures for staff; oversee the progress of assigned projects, and review completed assignments. Develop, monitor, and prioritize the unit workload to ensure work is completed timely, follows the SAM, FI\$Cal and departmental guidelines.</p>
<p>30%</p>	<p>Serve as the Procurement Manager to provide guidance and advise on the procurement process and activities. Serve as a subject matter expert on the State Contracts Manual (SCM), State administrative Manual (SAM), Government Codes (GC), Public Contracting Codes (PCC) and other statewide or internal guidelines.. 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 The incumbent personally performs the most difficult and sensitive procurement and contracting assignments. Reviews programs requests and determines the acquisition method required for compliant processing under GO-Biz's procurement authority. Processes Purchase Orders (POs) and grants and in the FI\$Cal system. Utilizes Cal eProcure to compose and submit solicitations to the Contracts Register. Prepares and writes Scopes of Work (SOW) that may be the most difficult and/or sensitive. Researches and composes responses to requests and inquiries from prospective bidders. Compiles bidders' list and reviews and analyzes all proposals received for compliance. Conducts selection review committee meetings and tabulates scores. Composes and sends out letters of recommendation, disqualification, intent and award. Researches and responds to inquiries from the Department of General Services, Office of Legal Services, and any other inquiries during the contract review and execution process. Sends finalized packages out to all parties and ensures documents are retained in accordance with retention policies.</p> <p>Evaluates new and existing procurement-related legislative bills to assess impact, reviews and analyzes GO-Biz fiscal responsibilities, and other statutes pertaining to GO-Biz procurement requirements. Manages expected procurements projected in the annual state budget bill.</p> <p>Makes recommendations on updates to existing policy or procedures to increase efficiency and to ensure compliance, including procurement changes from DGS. Reviews and updates the Procurement Policies and Procedures Manual to align with any changes to the BSU process and/or DGS requirements.</p>
<p>15%</p>	<p>Prepares FI\$Cal (F\$) Purchase Orders and STD. 213 service contracts for the department, which includes researching, requesting and analyzing quotes for orders and services per the departmental policies and procedures. Works with the DGS analyst assigned to ensure purchase is made to specifications and in alignment with the needs of the department. Ensures appropriate documentation is maintained, including documents and internal logs for GO-Biz wide records retention. Manages Non-Competitive Bid (NCB) submissions within the DGS NCB portal and works with DGS analysts to provide all requested information for new contracts or contract amendments.</p>

<p>10%</p>	<p>Develops and maintains a database to track single and multi-year contracts and grants, and provides status updates to management throughout the contract/grant process. Oversees and manages accounting records to ensure funds are encumbered properly, verify fund availability, revises STD. 215, and corrects document to move or disencumber funds as needed. Acts as a contract monitor for internal BSU contracts and monitors funding to ensure contract does not over expend authority. Amends contract when expenditure will exceed authority. Evaluates contracts annually for efficiency trends and makes recommendations to management on contracts that will provide greater efficiencies and cost savings.</p> <p>Prepares responses and provides documentation for bid protest to contract award. Works with suppliers and DGS to determine a final decision for a protest. Stay abreast of and analyze changes impacting departmental policies and procedures manuals to make updates based on procurement changes issued by DGS. Assists the GO-Biz Legal team in providing documentation for Public Records Act requests related to procurement. Prepares annual procurement applications for submittal to DGS. Finalizes any changes to departmental purchasing policies and procedures for submittal to DGS. Prepares annual contract reports as required by DGS. Trains and mentors BSU staff on procurement related policies and procedures. Supports BSU team members on complex procurement questions and technical issues as they arise.</p>
<p>5%</p>	<p>Acts as the Records Management Coordinator for GO-Biz. Coordinates with all GO-Biz programs to create and maintain record retention schedules for all physical and electronic records. Reviews and updates schedule and reports as required. Works with Secretary of State's Office analysts to ensure approval of new submissions and compliance with statewide policies. Acts as the Forms Management Representative for GO-Biz. Manages inventory, reporting, updates, and amendments in the DGS database for public facing forms authored by GO-Biz.</p>
<p>5%</p>	<p>Serves as backup to Supervisor II on departmental approval for travel expense reimbursements and advances as well as other procurement related approvals as needed. Also as backup to the Supervisor II, assigns new files in the GO-Biz procurement log and assists in managing the workflow of the team.</p> <p>Serves as backup to pick up weekly payroll and other documents from the State Controller's Office. Picks up salary advances, travel reimbursements, and other documents from the Department of General Services on an as-needed basis. Onboarding and retraining GO-Biz staff unfamiliar or not up to date on state procurement. Other duties as assigned.</p>

SUPERVISION EXERCISED
The Procurement Manager will supervise staff in the procurement team.

SUPERVISION RECEIVED
The Procurement Manager will work under the general direction of the Supervisor II, Administrative Manager.

PUBLIC CONTACT
During work, the incumbent has regular and frequent contact with governmental agencies, appointed and elected officials. These contacts require a high degree of sensitivity and awareness of the functions and interrelations of various government organizations.

CONSEQUENCE OF ERROR

It is imperative that the incumbent is tactful always when dealing with management, other staff, incoming calls and visitors. Lack of tactfulness could result in disciplinary actions against incumbent.

INITIATIVE AND INDEPENDENCE OF ACTION

The position requires a high degree of independence, creativity and initiative in finding solutions to non-routine problems. It requires proper judgment and accurate assessment of the significance of situations and activities. It requires the accurate setting of priorities, and good time management to ensure completion of work activities within specific time frames.

CERTIFICATION

This duty statement fairly represents actual responsibilities, duties performed and reporting relationship of the position. If any aspect of this statement is substantially changed, a new statement will be prepared and submitted to the Personnel Office.

I have read and understand the duties listed above and can perform them either with or without reasonable accommodation. Reasonable accommodation needs should be discussed with your hiring supervisor. If you are unsure whether you require reasonable accommodation, please inform your supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.

Employee Signature:

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Supervisor I, GO-Biz	Date

Employee's Printed Name:

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Supervisor's Signature:

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Supervisor II, GO-Biz	Date

Supervisor's Printed Name:

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