

DUTY STATEMENT

Employee Name:	Position Number: 580-130-4800-007
Classification: Supervisor I	Tenure/Time Base: Permanent / Full-Time
Working Title: Purchasing Manager	Work Location: 1616 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: S01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Administration / Program Support Division	Branch/Section/Unit: Contracts and Purchasing / Purchasing & Solicitations Section / Purchasing Services Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by ensuring that all procurements comply with required Federal and State statutes and regulations, State Administrative Manual policies, State Contracting Manual, Government Codes, Public Contract Codes, Management Memos, Department of General Services (DGS) accreditation and exemption letters and Departmental policies and procedures. The Supervisor I provides Department program staff with expert advice and consultation on complex and sensitive procurement matters. Reviews and/or approves Departmental IT and Non-IT procurements for goods/services.

The incumbent works under the general direction of the Supervisor II, Chief of the Purchasing & Solicitations Section

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel:
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

40% Plans, organizes, manages, directs, and reviews the overall workload, activities, and operations of the Purchasing Service Unit; sets priorities and assigns tasks, and provides supervisory direction; monitors completion and assures the accuracy of assignments; reviews and approves departmental acquisitions. Monitors staff workload to ensure work is distributed evenly within the unit and that all procurements are processed timely. Researches, analyzes, and develops solutions to procurement related problems. Advises and consults with management concerning sensitive and controversial purchasing issues, which may impact the department. Reviews, analyzes, and making necessary changes to the department's current policies to ensure compliance with State procurement rules, guidelines, regulations, and statutes.

Meets with CDPH and/or DGS Legal, DGS Purchasing Authority Unit and procurement staff, and other state control agencies to obtain approval of complex and/or sensitive procurements. Provides recommendations to management to satisfy program's procurement needs. Recommends and implements policy and procedural changes; provides advice, consultation, and direction to program staff; maintains effective interaction with management, staff, suppliers, contractors, and other governmental agencies; represents CDPH with other State agencies and private businesses.

35% Develops the CDPH Purchasing Procedure Manual and Desk Manual and acquisition tools and techniques to enhance the acquisition process. Provides advice and guidance on new policies, procedures, and regulatory changes to staff and programs. Monitors and develops policy and procedures for effective implementation of two (2) delegated purchasing authorities (non-IT and IT goods/services). Identifies methods of improving operational efficiency. Monitors the adherence of requisitions submitted by programs to department and control agencies policies and guidelines. Interacts with appropriate control agencies such as DGS, Financial Information System of California (FI\$Cal), Department of Finance, State Controllers, and the Victims Compensation Board. Provides training to CDPH Buyers/Analyst throughout Department.

Proactively develops and maintains procurement schedules with program managers to ensure that acquisitions are approved in a timely manner. Develops and maintains the PSU Contract and Procurement System (CAPS) tracking system to provide management with detailed acquisition and status reports. Reviews, analyzes, and evaluates departmental requisitions and makes recommendation to the purchasing staff on appropriate actions.

20% Directs and provides oversight on special projects. Originates correspondence, gathers data and independently prepares or coordinates preparation of reports to the Governor, the Legislature, and State control agencies concerning CDPH procurement activities; prepares administrative reports and other requested information for CDPH management. Supervises the development of purchasing related reports for DGS-Procurement Division and other State control agencies. Coordinates the collection of statistical data and interprets findings.

Reviews and analyzes proposed legislation related to CDPH procurement issues and advises management on the impact or potential impact. Originates and develops new solutions to management problems. Supervises and trains professional staff, determines staffing needs, sets performance standards, evaluates unit accomplishments, evaluates training requirements and various related duties as required.

Marginal Functions (including percentage of time)

5% Performs back-up duties to the Supervisor I of the Centralized Contracts Services Unit when requested. Performs other assignments and projects as required.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor’s Name:	Date	Employee’s Name:	Date
Supervisor’s Signature	Date	Employee’s Signature	Date

HRD Use Only:
 Approved By: NW
 Date: 4/1/26