

State of California - Department of Social Services PROPOSED DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Supervisor I

POSITION NUMBER:

800-908-4800-020

DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*

APD/Fiscal Appeals and Benefit Programs Branch

BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*

Fiscal & Administrative Bureau/Contracts Unit

SUPERVISOR'S NAME:

Mingzi Ye

SUPERVISOR'S CLASS:

Supervisor II

SPECIAL REQUIREMENTS OF POSITION *(CHECK ALL THAT APPLY):*

- Designated under Conflict of Interest Code.
- Duties require participation in the DMV Pull Notice Program.
- Requires repetitive movement of heavy objects.
- Performs other duties requiring high physical demand. *(Explain below)*
- None
- Other *(Explain below)*

I certify that this duty statement represents an accurate description of the essential functions of this position.

SUPERVISOR'S SIGNATURE

DATE

I have read this duty statement and agree that it represents the duties I am assigned.

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED *(Check one):*

- None
- Supervisor
- Lead Person
- Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

The Supervisor I directly supervises 3 Analyst I/Analyst II

Total number of positions for which this position is responsible: 3

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

The mission of the Contracts Unit (CU) is to provide administrative and financial oversight activities for contracts, procurements, grants, and requisitions for the Adult Programs Division (APD).

CONCEPT OF POSITION:

Under the direction of the Adult Programs Fiscal and Administrative Bureau Chief, the Supervisor I directs and supervises the analysts in the Contract Unit (CU). The CU manages and oversees the development and processing of contracts, procurements, grants, and requisitions for the Adult Programs Division (APD). The CU is responsible for processing invoices received from contractors and vendors, as well as tracking encumbrances and expenditures.

A. RESPONSIBILITIES OF POSITION:

Essential Functions:

40% Directs staff in all contracts, procurements, grants, and requisitions activities, oversight, and invoice processing for service providers and vendors. Oversees, reviews, and approves actions to ensure full compliance with state policies and procedures. Manages and monitors expiring and pending agreements, ensuring timely execution and prompt payment of invoices. Provides directions to staff on expenditure tracking, budget management, and control of allocations for all APD agreements.

35% Manages the processing of all APD contracts, grants, procurements, and requisitions and participates in the negotiation process of the most critical and complex agreements. Responsible for the development of agreement languages, the scope of work and budget. Ensures all required components of the agreement have been included. Works with APD programs staff, Finance and Accounting Division, and Contracts and Procurement Services Branch, and Legal to ensure that all agreements are processed in a timely manner and in accordance with departmental requirements. Takes appropriate action, as necessary, to resolve processing problems.

15% Supervises the development of the Request for Proposals and the award process for highly complex and technical contracts. Ensures that bids meet all departmental requirements. Supervises the selection process in which contractors are identified and notified of the results of the bid process.

5% Represents the Division in meetings with internal and external customers regarding contracts, procurements, grants, and requisitions and/or issues.

Marginal Functions:

5% Recruit and hire new staff, develop performance standards and appraise staff performance, establish training plans for staff, manage employee-employer relations. Acts as Lead in the absence of Supervisor II as needed, and other duties as assigned by Bureau or Branch Chief.

B. SUPERVISION RECEIVED:

The Supervisor I receives directions from and reports directly to the Fiscal and Administrative Bureau Chief.

C. ADMINISTRATIVE RESPONSIBILITY:

The Supervisor I is responsible for all management and supervisory functions of the Unit, the maintenance and effective implementation of policies and procedures and necessary staffing functions. The Supervisor I will have frequent contacts with all levels of Departmental employees, representatives from other governmental agencies, Legislative and legal staff, and members of the public.

D. PERSONAL CONTACTS:

The Supervisor I will have frequent contacts with all levels of Departmental employees, representatives from other governmental agencies, Legislative and legal staff, and members of the public.

E. ACTIONS AND CONSEQUENCES:

Failure to use good judgment in researching and handling sensitive and confidential material and in imparting information could result in misspent program dollars, litigation against the department, or information being released to unauthorized persons in violation of State and Federal law and/or the deprivation of rights and services to IHSS clients and their providers.

F. OTHER INFORMATION:

The Supervisor I must have sound judgment, strong analytical skills, excellent oral and written skills, good interpersonal communication skills, be able to work well under pressure and the ability to work with minimum direction individually and in a team setting. The Supervisor I will provide guidance and leadership to the unit to build a strong team environment by setting a good example, representing a high level of integrity and work ethic, and maintaining positive staff morale.