

DUTY STATEMENT

Employee Name:	Position Number: 580-230-4800-020
Classification: Supervisor I	Tenure/Time Base: Permanent/Full-Time
Working Title: Resource Management Unit Chief	Work Location: 1615 Capitol Ave., Sacramento, CA 95814
Collective Bargaining Unit: S01	Position Eligible for Telework (Yes/No): Yes - Hybrid
Center/Office/Division: Center for Preparedness and Response (CPR)/Division of Operations	Branch/Section/Unit: Business Operations Branch/Fiscal, Response, Operations, & Grants Section/Resource Management 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 enhancing preparedness and response for public health threats through resource management including oversight of emergency preparedness and response contracts and procurements, inventory management, and special projects.

The incumbent works under the general direction of the Supervisor II (SUP II) of the Fiscal Response, Operations, & Grants Section (FROGS) within the Business Operations Branch. The Supervisor I (SUP I) will manage and coordinate the Resource Management Unit (RMU) to evaluate, manage and track all procurements including emergency contracts and provide updates to management and

stakeholders. The SUP I is responsible for space planning, equipment, and supply inventory. The SUP I may coordinate or assist with special projects related to requests from program to support the Emergency Preparedness Office (CPR). In order to address urgent operational needs or conduct emergency-related response activities, incumbent may, on occasion, be required to work outside core business hours, travel, and transport up to 25 lbs.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to 5%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 35% Serves as Chief of the Resource Management Unit. Provides direct supervision to multi-disciplinary staff performing administrative support services related to procurements, inventory management, and space planning. Provides leadership, guidance, and direction to staff by evaluating work performed, coaching, mentoring, and identifying training opportunities for improved performance and job satisfaction. Reviews and oversees personnel activities within RMU including hiring, performance evaluations, and employee corrective actions as necessary. Evaluates performance, identifies gaps, and proposes and implements solutions to address issues. Completes assignments thoroughly, timely, accurately, and in accordance with program and departmental policy. Ensures effective staff communication, continuous learning, quality improvement, and development strategies. Allocates RMU workload and assigns tasks. Provides updates to the SUP II on RMU activities and performance, including identifying program issues and needs. Prepares, reviews, and edits RMU work product. Responds to inquiries requiring immediate, high-level coordination and decisions with management. Maintains a general awareness of all programs and functions of the CPR and direct knowledge of many of the urgent and sensitive issues.
- 35% Provides oversight for contract initiation and management for CPR, including cooperative agreements, request for offers, invitations for bid, emergency contracts, service orders, purchase orders, and other methods of procurement. Develops and prepares contract language required for contract documents. Develops, maintains, and manages procurement tracking, timelines, and databases. Provides oversight, direction, and consultation to staff responsible for the preparation of contract documents, purchasing activities, and other procurements. Ensures compliance with State and Departmental policy and procedures related to contracting activities, and facility matters. Identifies and implements methods to improve the timely preparation and processing of procurements. Updates managers, departments, and stakeholders on all procurement-related matters. Manages invoice payments, expenditure tracking, accounting practices, and budgeting.
- 20% Provides oversight for Space Planning and Inventory, including facility operation drills, cubicle usage within the facilities, hoteling, and inventory procurement and tracking. Oversees the roster

of cubical and desk usage. Oversees equipment maintenance activities, including coordination of maintenance contracts, servicing, minor adjustments, emergency repairs, cleaning of equipment, and completing pertinent records on equipment. Coordinates and responds to drills, requests, and inquiries at the direction of CPR management. Oversees research and maintenance of running supply inventories. Ensures compliance with State and Departmental policy and procedures regarding inventory practices. Generates inventory status reports for management. Ensures accuracy of inventory in receiving, storing, deployment, depreciation, maintenance, tracking, auditing, and assignments of assets according to departmental requirements. Ensures that projects are completed in a timely manner and on schedule. Provides leadership with project status updates on a regular basis including any barriers/risks to completing the project(s). Facilitates regular unit meetings to discuss work duties, plans, and updates. Maintains consistent project updates through meetings with teammates and leadership. Collaborates in cross-unit meetings as-needed. Assists in the quality improvement process. Ensures efficient and up to date processes for consistency with federal and state laws, policy, and best practices.

5% Travels to required meetings and participates in workgroups on behalf of the CPR relating to public health response and recovery issues. Attends Federal and State training programs, in-services, and continuing education courses to maintain program knowledge and skills.

Marginal Functions (including percentage of time)

5% Performs other job-related duties as required. In the event of an emergency activation, the incumbent may, on short notice, be required to work irregular and overtime hours during disaster operations in order to support one of four CDPH Emergency Operation Centers (EOC). The incumbent is required to participate on an CPR Incident Response Team (IRT)

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: DN
 Date: 04/2026