

**Duty Statement**  
**California Government Operations Agency**  
**State of California**



Current       Proposed

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| <b>Classification Title</b><br>Career Executive Assignment (CEA) Level A          | <b>Agency</b><br>California Government Operations Agency |
| <b>Working Title</b><br>Assistant Secretary of Procurement and Acquisition Reform | <b>Office/Unit/Section</b><br>Office of the Secretary    |
| <b>Position Number</b><br>337-100-7500-XXX  | <b>Effective Date</b>                                    |
| <b>Name</b>   | <b>Date Prepared</b><br>3/4/2026                         |

**General Statement**

The Government Operations Agency is responsible for coordinating and overseeing state operations, including procurement, information technology, and human resources. The mission of the Government Operations Agency is to improve management and accountability of government programs, increase efficiency, and promote better and more coordinated operational decisions. The Government Operations Agency oversees the Office of Administrative Law, California Public Employees' Retirement System, California State Teachers' Retirement System, State Personnel Board, Victim Compensation Board, Department of General Services, Department of Technology, Office of Data and Innovation, Department of Human Resources, Franchise Tax Board, and Department of Tax and Fee Administration.

Under the general direction of the Undersecretary within the Government Operations Agency, the Assistant Secretary of Procurement and Acquisition Reform serves as a key member of the Government Operations Agency's executive leadership team and is responsible for providing statewide leadership, policy direction, and strategic oversight of procurement and acquisition practices across the California state government. This position plays a critical role in shaping and advancing procurement policy, driving statewide reform initiatives, and ensuring that purchasing and contracting activities are efficient, transparent, fiscally responsible, and aligned with the Administration's priorities. The Assistant Secretary provides high-level consultation and advice to the Agency Secretary, Undersecretary, control agencies, and department executives on procurement-related issues, including policy development, legislative proposals, operational improvements, and statewide initiatives impacting acquisition and contracting functions.

## **Job Functions**

### **35%(E) Statewide Procurement Policy and Reform**

Responsible for the development, implementation, and continuous evaluation of statewide procurement policies, standards, and reform initiatives that impact state departments and agencies. In this capacity, the incumbent establishes the strategic vision for procurement modernization and leads efforts to streamline acquisition processes, reduce administrative complexity, and improve consistency in purchasing practices across state government. The position evaluates existing procurement laws, policies, and procedures to identify inefficiencies, gaps, and barriers to effective service delivery, and develops policy solutions that increase accountability and promote best value for the State. The Assistant Secretary works in close coordination with the Department of General Services, Department of Technology, Department of Finance, and other support agencies to ensure alignment of procurement policies and to drive statewide consistency in application and interpretation. This role also includes leading policy development related to emerging procurement trends, innovative contracting methods, and modernization of acquisition systems and practices.

### **25%(E) Procurement Strategy, Oversight, and Performance**

Provides executive-level oversight of statewide procurement operations and initiatives, ensuring alignment with strategic priorities and performance expectations. The incumbent establishes and monitors key performance indicators to evaluate procurement effectiveness, identifies systemic challenges impacting acquisition outcomes, and directs corrective actions through policy and programmatic changes. The position provides guidance and direction on complex and high-risk procurements, including large-scale service contracts, information technology acquisitions, and enterprise-wide purchasing initiatives. Additionally, the Assistant Secretary advises on statewide efforts, including small business and Disabled Veteran Business Enterprise (SB/DVBE) participation, ensuring compliance with statutory requirements and strengthening program outcomes through policy and oversight. Through collaboration with department leadership, the incumbent ensures that procurement functions are effectively supporting program delivery and achieving operational efficiencies.

### **20%(E) Executive Policy Advice and Legislative Engagement**

Serves as a senior policy advisor to the Agency Secretary, Undersecretary, and executive leadership on procurement-related matters, providing expert analysis and recommendations on legislation, budget proposals, and statewide initiatives. The incumbent evaluates proposed legislation and regulatory changes impacting procurement and acquisition, develops policy positions, and provides strategic guidance to ensure alignment with the Administration's goals. This role includes representing the Agency in meetings with the Governor's Office, Legislature, Department of Finance, State Controller's Office, and other stakeholders, as well as participating in legislative hearings, briefings, and intergovernmental discussions. The Assistant Secretary also leads the development of issue papers, policy analyses, and recommendations that inform executive decision-making and support the advancement of procurement reform efforts statewide.

**10%(M) Stakeholder Engagement and Interagency Coordination**

Leads high-level stakeholder engagement efforts to support procurement policy development and implementation. The incumbent collaborates with department directors, executive leadership, control agencies, and external partners to gather input, build consensus, and ensure the successful adoption of procurement initiatives. This position serves as a key liaison between GovOps and state entities, as well as private sector partners and industry representatives, to foster innovation, improve vendor engagement, and enhance procurement outcomes. The Assistant Secretary represents the Agency on boards, committees, task forces, and interagency workgroups, providing leadership and direction on issues related to procurement and acquisition reform.

**10%(M) Other duties as required.**

Performs other duties as assigned consistent with the scope and level of the position, including supporting Agency-wide initiatives, special projects, and executive priorities. The incumbent may be called upon to lead or contribute to cross-functional efforts that advance the Administration's strategic goals, provide executive-level support during emergent or high-priority issues, and represent the Agency in various capacities as designated by the Secretary or Undersecretary. These responsibilities require a high degree of adaptability, discretion, and independent judgment to address complex and sensitive matters impacting statewide operations.

**Significant Interactions With**

The Governor's Office, other GovOps Executives and executives within the Department of Human Resources, Department of General Services, Department of Technology, Office of Data and Innovation, State Personnel Board, Office of Administrative Law, Department of Finance, Governor's Office staff, and key stakeholder groups who have an interest in state operations. Other interactions with GovOps reporting entities will occur but to a lesser extent.

**Reporting Relationships**

The Assistant Secretary of Procurement and Acquisition Reform reports directly to the Undersecretary; however, direction and assignments may also come from the Secretary, Government Operations Agency.

**Supervision Exercised**

None.

**Required Skills and Working Conditions**

Ability to operate standard office equipment such as, but not limited to; a personal computer (desktop or lap top models), paper shredder, basic calculator, document system (copier, facsimile, imaging).

**Attendance**

Must maintain regular and acceptable attendance at such level as is determined at GovOps sole discretion. Must be regularly available and willing to work the hours GovOps determines are necessary or desirable to meet its business needs.

**Other Information**

The duties of this position are predominantly performed indoors. The employee’s permanent work location, which is located at 1304 O St, Sacramento, California 95814, is equipped with standard or ergonomic office equipment, as appropriate. Travel may be required from time to time to attend meetings and/or training classes. Telework is authorized for this position. Telework shall be performed based on an approved an approved Telework schedule (Std Form 200). GovOps reserves the right to revoke telework should telework no longer meet its business needs.

**I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation.** (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Personnel analyst.)

Duties of this position are subject to change and may be revised as needed or required.

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|---------------------------|------------------------------|-------------|
| <b>Employee Signature</b> | <b>Employee Printed Name</b> | <b>Date</b> |
|                           |                              |             |

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

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|-----------------------------|--------------------------------|-------------|
| <b>Supervisor Signature</b> | <b>Supervisor Printed Name</b> | <b>Date</b> |
|                             |                                |             |